

NAVY ENVIRONMENTAL HEALTH CENTER, NORFOLK



MILITARY AND CIVILIAN

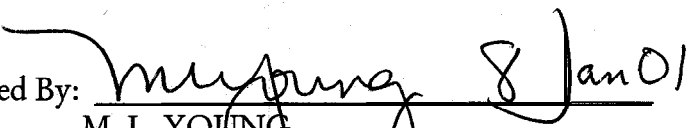
AWARDS MANUAL

2001 EDITION


CONSOLIDATED GUIDE FOR MILITARY AND CIVILIAN PERSONNEL AWARDS

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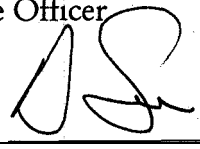
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Table of Contents

GENERAL INFORMATION	1
Submission Lead Times..	2
Considerations	3
Submission & Initiation.....	3
Submission Format	4
Originator & Chain of Command	
Responsibilities..	4
Approved Recommendations..	5
Disapproved Recommendations	5
Upgraded & Downgraded Recommendations	
Award Ceremonies & Presentations	5
Inappropriate Submissions & Inquiries	6
How do I determine the appropriate level of award to submit?	7
LETTERS	8
Letters of Commendation	9
Letters of Appreciation	11
Group Letter Submissions	12
MEDALS	13
Navy & Marine Corps Achievement Medal	14
Navy & Marine Corps Commendation Medal	15
Military Outstanding Volunteer Service Medal	16
Meritorious Service Medal	17
Legion of Merit Medal.....	18
Navy & Marine Corps Medal	19
CIVILIAN AWARDS	20
Navy Meritorious Civilian Service Award. ..	21
Navy Superior Civilian Service Award.....	22
Navy Distinguished Civilian Service Award	23
Meritorious Public Service Award.....	24
Superior Public Service Award.....	24
Distinguished Public Service Award	24
SAMPLE AWARD PACKAGES	25
LOCALLY AWARDED LETTERS & MEDALS	
Letter of Appreciation 1650/3	26
Letter of Appreciation Sample.....	27
Group Letter 1650/3	28
Group Letter Sample	29
MOVSM 165013	30
MOVSM Sample Memorandum..	31

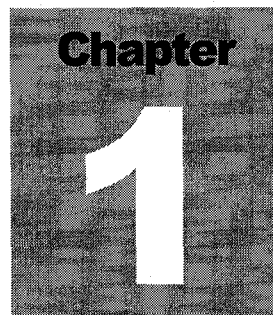
Navy & Marine Corps Achievement Medal Specific Action 1650/3.....	32
Navy & Marine Corps Achievement Specific Action Summary of Action Sample	33
Navy & Marine Corps Achievement Specific Action Certificate Citation of 12 ½ lines or less.....	34
Navy & Marine Corps Achievement Medal Retirement 1650/3 . . . *	35
Navy & Marine Corps Achievement Retirement Summary of Action Sample.....	36
Navy & Marine Corps Achievement Certificate Citation of 12 ½ lines or less . .	37
Navy & Marine Corps Achievement Medal End of Tour 1650/3	38
Navy & Marine Corps Achievement End of Tour Summary of Action Sample	39
Navy & Marine Corps Achievement Certificate Citation for End of Tour of 12 ½ lines or less	40
Navy Meritorious Civilian Service Award 1650/3 Sample	41
Navy Meritorious Civilian Service Award Resume Sample	42
Navy Meritorious Civilian Service Award Narrative Justification Sample.....	43
Navy Meritorious Civilian Service Award Citation of 12 ½ lines or less	45

MEDALS AWARDED AT HIGHER LEVELS . . . 46.

Flag Letter of Commendation 1650/3	47
Flag Letter of Commendation Citation of 22 lines or less	48
Navy & Marine Corps Commendation End of Tour 1650/3	49
Navy & Marine Corps Commendation End of Tour Summary of Action Sample . .	50
Navy & Marine Corps Commendation End of Tour Citation of 22 lines or less.....	51
Navy & Marine Corps Commendation Retirement 1650/3	52
Navy & Marine Corps Commendation Retirement Summary of Action Sample.. .	53
Navy & Marine Corps Commendation Retirement Citation of 22 lines or less . .	54
Meritorious Service Medal End of Tour 165013	55
Meritorious Service Medal Summary of Action Sample for End of Tour	56

Meritorious Service Medal Citation End of Tour of 22 lines or less	57
Meritorious Service Medal Retirement 1650/3	58
Meritorious Service Medal Summary of Action Sample for Retirement.....	59
Meritorious Service Medal Citation Retirement of 22 lines or less	60
Legion of Merit 165013.....	63
Legion of Merit Summary of Action Sample	64
Legion of Merit Citation of 22 lines or less	65
Navy Superior Civilian Service Award 1650/3 Sample	66
Navy Superior Civilian Service Award Resume Sample	67
Navy Superior Civilian Service Award Narrative Summary Sample.....	68
Navy Superior Civilian Service Award Citation of 22 lines or less	70
Navy Distinguished Civilian Service Award 1650/3 Sample	71
Navy Distinguished Civilian Service Award Resume Sample	72
Navy Distinguished Civilian Service Award Narrative Summary Sample.....	73
Navy Distinguished Civilian Service Award Citation of 22 lines or less	75
WORKSHOP AWARDS	76
General Information	77
Awards Ceremonies & Presentations	79
WORKSHOP COMPETITIVE AWARDS.....	80
Navy Environmental Health Center Award for Command Excellence in Health Promotion	81
Captain Ernest W. Brown Award for Excellence in Occupational Health.....	82
Rear Admiral Charles S. Stephenson Award for Excellence in Preventive Medicine.....	84
HMCM Stephen W. Brown Award for Preventive Medicine Technician of The Year.....	85
Awards Nomination Package	86

Navy Environmental Health Center Award for Command Excellence in Health Promotion	81
Captain Ernest W. Brown Award for Excellence in Occupational Health.....	82
Rear Admiral Charles S. Stephenson Award for Excellence in Preventive Medicine.....	84
HMCM Stephen W. Brown Award for Preventive Medicine Technician of The Year.....	85
Awards Nomination Package	86
Navy Environmental Health Center Award for Command Excellence in Health Promotion	81
Captain Ernest W. Brown Award for Excellence in Occupational Health.....	82
Rear Admiral Charles S. Stephenson Award for Excellence in Preventive Medicine.....	84
HMCM Stephen W. Brown Award for Preventive Medicine Technician of The Year.....	85
Awards Nomination Package	86
Navy Environmental Health Center Award for Command Excellence in Health Promotion	81
Captain Ernest W. Brown Award for Excellence in Occupational Health.....	82
Rear Admiral Charles S. Stephenson Award for Excellence in Preventive Medicine.....	84
HMCM Stephen W. Brown Award for Preventive Medicine Technician of The Year.....	85
Awards Nomination Package	86



General Information

General Information

HINTS

- ✓ Plan ahead

- ✓ Create PRD/EAOS
chart on all staff

- ✓ Keep "terminal" leave
dates in mind

- ✓ Know your
submission lead times

Personal letters, medals, and awards are an effective means of enhancing morale throughout individual departments as well as the entire command. The prompt and appropriate recognition of personnel who have performed an act of heroism or distinguished service can be achieved in many different ways.

This manual provides information and policy regarding the writing, submission, and administration of medals, awards, and letters for both military and civilian personnel permanently assigned to the Navy Environmental Health Center (NAENVIRHLTHCEN) and field activities. It is the command policy that individuals be given appropriate recognition for their achievements in accordance with guidelines as set forth by the Secretary of the Navy, Chief, Bureau of Medicine and Surgery, Washington, DC, and the Office of Civilian Personnel Management (OCPM), and this manual. Also contained in this manual is information regarding Workshop awards.

Submission Lead Times

All awards have submission lead times by which completed award packages should be forwarded to NAENVIRHLTHCEN Awards Coordinator to meet desired presentation dates. These times have been established based on past award submissions and the time required to produce an error free product to our customers.

To determine lead times use the following information:

- **Awards Reviewed at the NAENVIRHLTHCEN Awards Board:** Lead times begin on the date that the award package goes to the NAENVIRHLTHCEN Awards Board for review. The NAENVIRHLTHCEN Awards Board meets ONCE A MONTH. Award packages **MUST** be to the Awards coordinator:

ONE WEEK PRIOR TO THE MONTHLY
MEETING OF THE
NAENVIRHLTHCEN AWARDS
BOARD

Awards can be expedited if:

- **Directorate/Off&r in Charge** has requested in writing that the award be expedited
- All documentation submitted is in compliance with guidelines presented in this Awards manual

HOW MANY CAN
I GIVE?

Only ONE medal or letter will be given for the same act or achievement.

Considerations

Recommendations for civilian and military personal decorations are submitted at:

- End of a normal tour of duty for sustained superior performance above and beyond what is normally expected.
- After completion of special act(s) or service(s)
- Following an internal promotion to a position of higher authority to recognize meritorious or distinguished service
- Civilians completing an equivalent military tour (3-4 years) of sustained superior performance above and beyond what is normally expected.




Recommendations must.

- Refer to specific achievements **NOT** previously recognized
- Include performance of duty above and beyond that normally reflected in
 - ***Fitness reports***
 - ***Evaluations***
 - *performance appraisals*
 - *meritorious mast*
 - ***letters of commendation/appreciation***

Submission & Initiation

A recommendation for an award may be submitted by any individual that is senior to the individual being recommended, having knowledge of any act, achievement, or service which may warrant such award. A recommendation originated by other than the Commanding Officer/Officer in Charge of the individual concerned must be forwarded to the Commanding Officer/Officer in Charge for endorsement.

CAUTION

-  Always label disk properly
-  Always make a backup copy
-  Always provide a hard copy

Submission

- 3.5" Disk or email attachment
- Electronic Transmission with hard copy follow-up
- Microsoft Office 97 Word format and labeled, Times New Roman Font - 12 Pitch
 - ***Name of recipient (Last Name, abbreviation of award type) i.e. Smith.nam***
 - ***Name & Phone number of disk originator***
 - ***Department & Code of disk originator***
- Route through the chain of command of the individual being recommended.
- Ultimately the recommendation will be submitted to the NAVENVIRHLTHCEN Awards Coordinator
- Copies of awards (OPNAV 1650/3) received during the current tour.

Originator & Chain of Command Responsibilities

It is the responsibility of each reviewer throughout the submission process to ensure each recommendation has been closely reviewed and the facts contained have been verified as true and correct. More specifically, the originator will ensure that the recommendation not only meets the criteria for the level it is being submitted, but that the recommendation is in the correct format and on the correct forms. The originator is also responsible for endorsing and forwarding the recommendation in a timely manner, keeping specified lead times, to the Director/Officer in Charge of the individual's chain of Commanding Officer.

The Director/Officer in Charge will review each recommendation and ensure it meets the criteria for the level being submitted and will verify, correct, recommend, endorse, and forward all recommendations in a timely manner to the NAVENVIRHLTHCEN Awards Board.

The NAVENVIRHLTHCEN Awards Board will review and submit all Military Outstanding Volunteer Service Medals, Navy & Marine Corps Achievement Medals, Navy Meritorious Civilian Service Awards, Navy & Marine Corps Commendation Medals, Meritorious Service Medals, Navy Superior Civilian Service, and Distinguished Civilian Service awards to the Commanding Officer via the Executive Officer for endorsement.

The NAVENVIRHLTHCEN Awards Board will review and recommend one of the following to the Commanding Officer:

- *Approval*
- *Disapproval*
- *Upgrade*
- *Downgrade*

Approved Recommendations

Announcement of approved medals and awards is made as early as possible, but in no case prior to the final approval by the awarding authority and completed processing.

Disapproved, Upgraded and Downgraded Recommendations

The NAVENVIRHLTHCEN Awards Board will return all disapproved recommendations and original package directly to the originator. The Awards Board has been empowered to recommend an upgrade or downgrade of awards. In the case of an upgraded or downgraded recommendation, the NAVENVIRHLTHCEN Awards Board will notify the originator for concurrence

SAILOR OF THE QUARTER/YEAR

While these awards are presented at the Command Awards Ceremony, please keep in mind that all processing associated with these awards is handled in the office of the Command Master/Senior Chief. All inquiries regarding Preparation, Submission, Status, and should be directed to the NAVENVIRHLTHCEN Awards Coordinator.

Award Ceremonies & Presentations

All letters and medals will be formally presented as soon as possible. Under certain circumstances, presentation of an award at the next duty station may be necessary. Therefore, formal presentation of medals and letters should be presumed unless otherwise indicated. Awards coinciding with a retirement or separation should be presented prior to the member's detachment.

NAVENVIRHLTHCEN Award Ceremonies are arranged and scheduled by the Command Suite. Ceremonies are scheduled for the second and fourth Thursday at monthly morning colors. Field activities will schedule their awards ceremonies accordingly. The following award presentations will be presented at a Command Awards Ceremony:

- *Sailor of Quarter/Year*
- *Civilian of the Quarter/Year*
- *Medals and Awards approved by this command and other commands*
- *Civil Service Career pins (10 years or greater)*

- ***Good Conduct Medals***
- ***Letters of Appreciation and Commendation***
- ***Incentive Awards***

Inappropriate Submissions & Inquiries

The following submissions of awards and inquiries concerning award recommendations are considered inappropriate and serve only to delay services provided by the Command Awards Board.

NOTE

Such inappropriate activities and inquiries will be reported to the individual's Supervisor, Deputy Director, Director or Officer in Charge.

- Departing superiors expressing their appreciation for staff loyalty and support by means of awards
- Submitting personnel in hopes to ensure promotion or advancement
- Requesting the awards staff to back date an award to ensure a member's advancement before, during, or after the administration of an advancement exam
- Member, associate, or the member's spouse making inquiries to the Command Awards Board regarding the possibility of an award recommendation being submitted or the status of an award recommendation submitted, even if the member recommended provided input for the write up of the recommendation.

How do I determine the appropriate level of award to submit?

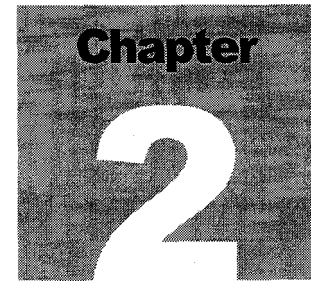
Hint: Because "scope of responsibility" weighs heavily in the approval process and determination of all awards, the following table is a starting point for the Navy Environmental Health Center.

Rank/Rate	STAFF	LPO DIV HD (Small)	LPO DEP HD (Large)	LCPO DEP HD (Small)	LCPO DEP HD (Large)	SEA DIRECTOR (Small)	CMC/CSC DIRECTOR (Large)
E1-E4	NAM	NAM	NC				
E5-E6 GS1-GS7*	NAM	NAM	NC				
E7-E9	NAM			NAM	NC	NC	MSM
O1-O4	NAM	NAM	NC	NC	NC	NC	MSM
O5-O6 GS-8-15*	NC	NC	NC	NC	NC	MSM	MSM

* Navy Meritorious Civilian Awards are similar to high level **NAMs** or low level **NCs**

- Navy Superior Civilian Service Awards are similar to high level **MSMs** or lower level **LOMs**

Note: Commanders and above cannot receive medals below the Commendation due their given scope of responsibility.



Letters

Letters of Commendation

- **Submission Lead Time:** **Commanding Officer - 15 calendar days**
- **Eligibility Requirements:** Awarded to individuals (military & civilian) who, while serving in any capacity with the Navy, distinguish themselves through meritorious achievement or service above that normally expected of individuals performing similar services.
- **Criteria:** Usually awarded when individuals or groups meet one of the following:
 - *performed beyond what is considered a "good job"*
 - *extended themselves beyond the limits of the position*
 - *demonstrated superior performance in completion of a special task*
- **Preparation:** A Letter of Commendation consists of three (3) parts.
 - 1) Beginning standard sentence
 - 2) The **Body** where the individual's accomplishments, benefits, savings, and performance of duties are described
 - 3) Ending standard sentence
- **Awarding Authority:** Navy Environmental Health Center
(Reviewed at Directorate Level)
- **Required Documents:**
 - 1) Proposed citation (can be prepared on the back of the 1650/3)
 - 2) Hard, Disk and Electronic Copy

WHAT
PERSON
&
TENSE
DO I USE?

Unlike the citation write up for a medal, Letters are written in the "second person" and "past tense" i.e. "You performed your duties in an exemplary..."

Flag Letters of Commendation

- **Submission Lead Time:** Flag Officer - 30 calendar Days
- **Eligibility Requirements:** Awarded to individuals (military & civilian) who, while serving in any capacity with the Navy, distinguish themselves through meritorious achievement or service above that normally expected of individuals performing similar services. **The information provided in this manual for the submission of Letters of Commendation for flag officers pertain to NAVENVIRHLTHCEN, Navy Environmental and Preventive Medicine Unit 2, and Navy Dosimetry Center only. Other field activities will work with their respective line commanders with Letter of Commendation submissions.**
- **Criteria:** Usually awarded when individuals or groups meet one of the following:

WHAT
PERSON
&
TENSE
DO I USE?

Unlike the citation write up
for a medal, Letters are
written in the "second
person" and "past tense" i.e.
"You performed your
duties in an exemplary...."

- *performed beyond what is considered* a "good job"
 - *extended themselves beyond the limits of the position*
 - *demonstrated superior performance in completion of a special task*
- **Preparation:** A Letter of Commendation consists of three (3) parts.
 - 1) **Beginning** standard sentence
 - 2) The **Body** where the individual's accomplishments, benefits, savings, and performance of duties are described
 - 3) **Ending** standard sentence
 - **Awarding Authority:** Mid-Atlantic Region
&viewed at Command Suite)
 - **Required Documents**
 - 1) Proposed citation (can be prepared on the back of the 1650/3)
 - 2) Hard, Disk and Electronic Copy
 - **Advancement Points Awarded:**
 - Signed by a flag officer: 1.00 point
 - Signed by the President, Secretary of Defense, Secretary of any U.S. military service, or military heads of any U.S. military service.: 2.00 points

Letters of Appreciation

- . **Submission Lead Time:** **15 calendar days (NAVENVIRHLTHCEN)**

- **Eligibility Requirements:** Awarded to personnel who have served in any capacity with Navy- civilian or military. Distinguished or meritorious achievements above what is normally expected in a job position or at a particular skill level generally warrant Letters of Appreciation. The individual's *performance, initiative, and level of responsibility* are key factors to consider when justifying this type of recognition.
- **Criteria:** A Letter of Appreciation thanks an individual or group for a service provided or is in recognition of an achievement. Usually awarded when the individual or group meets one or more of the following:
 - *consistent good military behavior/appearance*
 - *a high level of performance or completion of a special task*

WHAT'S YOUR
TENSE AND
PERSON?

Unlike the citation write up for a medal, Letters are written in the "second person" and "past tense" i.e. "You performed your duties in an exemplary..."

- **Preparation:** A Letter of Appreciation consists of three (3) parts.
 - 1) **Beginning** standard sentence
 - 2) The **Body** where the individual's accomplishments, benefits, savings, and performance of duties are described
 - 3) Ending standard sentence
- **Awarding Authority:** Commanding Officer, Navy Environmental Health Center/
Officer in Charge
(Reviewed at the appropriate level)

. Required Documents

- 1) Award Recommendation (Active Duty and Civilians)
 - 2) Proposed citation
 - 3) Hard, Disk and Electronic Copy
- **Advancement Points Awarded: 0.00 points**

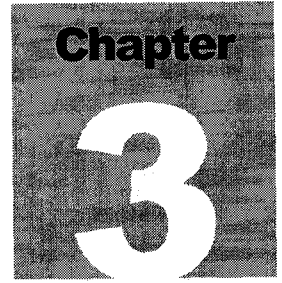
Group Letter Submissions

Chain of Command for Group Awards

If the individual is being recognized as a result of a group or command project, then the recommendation must be endorsed by **the** individual's **Deputy Director or Director**. This will ensure the individual's obligation to his or her primary duties and direct chain of command was met and that his or her performance, both past and present, was honorable.

HOW CAN I GET
AN
ENDORSEMENT
QUICKLY FOR
LARGE GROUPS?

- AS **THE PROJECT COORDINATOR**, **PLAN AHEAD** WITH A **ROSTER** OF YOUR VOLUNTEERS/SELECTEES WITH COMPLETE ADDRESSES AND TITLES.
- The roster should include:
 - Last Name, First Name, and MI (If no middle name, type "NMN" in quotations)
 - SSN
 - Designators/NEC
 - Gender
 - Race
 - Warfare Designators
 - Division/Dept.
 - Phone #
 - (If medals are anticipated, previous medals w/period of actions)
- Prepare a **single** directorate signed (originator's directorate or directorate sponsoring the event) **1650/3** for the group letter & submit with **previously generated roster**, the printed **e-mail address**, one form letter style **citation**, and a 3.5" **disk** properly formatted.
- Submit draft letter to Command Suite.



Medals

WHAT'S YOUR
TENSE
& PERSON?

Unlike the citation for Letters, Medals are written in the "third person" and "past tense" i.e. "LT Young performed her duties in an exemplary..."

DID YOU
KNOW?

Both Civilians and Military Personnel award submissions require a 1650/3 form.

ANYTHING
EXTRA
TO SUBMIT?

Submitting Evaluations, Fitreps, or any supporting documents do not benefit the member. Such documents will be returned to the originator prior to going to the awards board. If supporting documentation is required, the originator will be notified.

Navy & Marine Corps Achievement Medal

- **Submission Lead Time:**
 - 20 calendar Days - Specific Achievement
 - 60 calendar Days - End of Tour
 - 90 calendar Days - Retirement
- **Eligibility Requirements:** Awarded to Navy and Marine Corps service members who distinguish themselves through meritorious service/achievement based on sustained performance or specific achievement of a superlative nature. The act(s) or service(s) should be of such merit as to warrant more tangible recognition than is possible by a fitness report, evaluation, Letter of Appreciation or Letter of Commendation.
- **Ineligibility: Commanders (O5) and above** are NOT eligible to receive Navy & Marine Corps Achievement Medals due to the level of responsibility assumed at those paygrades. Please review the N&MC Commendation criteria for possible eligibility.
- **Criteria:** Normally awarded when an individual demonstrates professional achievement as follows:
 - *clearly exceeds that which is normally required or expected considering the individual's grade/rank, training, or experience*
 - *be an important contribution that is of benefit to the department or clinic*
 - *leadership achievement that must be noteworthy be sustained so as to demonstrate a high state of development, or if for a specific achievement, be of such merit to earn singular recognition for the act and reflect most credibly on the efforts of the individual toward the accomplishment of the unit mission.*
- **Preparation/Required Documents:**
 - 1) Completion of the 1650/3 Personal Award Recommendation
 - 2) Summary of Action with rank/ordered bullets (on separate sheet of paper)
 - 3) Certificate citation (proposed with no more than 12½ lines of text - portrait)
 - 4) Hard, Disk and Electronic Copy
- **Awarding Authority:** Navy Environmental Health Center
- **Advancement Points Awarded:** 2.00 points

Navy & Marine Corps Commendation Medal

WHEN & HOW
OFTEN DOES
THE AWARDS
BOARD MEET?

✓ ONCE A MONTH

SO, WHEN
SHOULD I
SUBMIT AN
AWARD?

In order to make
"Board"

AWARD PACKAGES
should be submitted to
the NAVENIRHLTHCEN
Awards Coordinator

by

Close of Business
1 Week prior to the
monthly Board Date

Lead Times
begin
on the
BOARD DATE

- **Submission Lead Time:** 60 calendar days - End of Tour
90 calendar days - Retirement

Provided the directorate/Officer in Charge approved award reaches the Awards Coordinator 5 Calendar days prior to the convening of the monthly Awards Board.

- **Eligibility Requirements** Awarded to individuals who distinguish themselves through heroic/meritorious achievement or service. To justify this decoration, the act(s) must be accomplished or performed in a manner above that normally expected and sufficient to distinguish the individuals above those performing similar acts or services.
- **Criteria:** Normally awarded at the end of tour or retirement when the member meets one or more of the following.
 - *For Meritorious Achievement, the achievement should constitute a definite contribution to the Command or Naval Service such as an invention or improvement in design, a procedure, or an organization,*
 - *For Meritorious Service, the performance should be well above that normally expected of an individual and commensurate with the grade or rate, and above that degree of excellence which can be appropriately reflected in the individual's fitness report or evaluation.*
 - *clearly show significant monetary savings, initiative, creativity, impact on policies, procedures, or the command.*

- **Preparation/Required Documents:**

- 1) 1650/3 Personal Award Recommendation
- 2) Summary of Action (on separate sheet of paper)
- 3) Certificate Citation (proposed with NO more than 12 ½ lines of text - portrait)
- 4) No acronyms in citation
- 5) Hard, Disk and Electronic Copy
- 6) Copies of awards (OPNAV 1650/3) received during current tour.

- **Awarding Authority:** Chief Bureau of Medicine and Surgery
(Reviewed at Command Awards Board Level)
- **Advancement Points Awarded:** 3.00 points

Military Outstanding Volunteer Service Medal

- **Submission Lead Time:** 20 calendar days
- **Eligibility Requirements:** The MOVSM may be awarded to members of the U.S. Armed Forces and their Reserve Components who after 31 December 1992 perform outstanding volunteer community service of a sustained, direct, and consequential nature.

Criteria:

- *Be to the civilian community, to include the military family community, not affiliated with any military or command group or organization (i.e., First Class Petty Officer's Association).*
- *Be significant in nature and produce tangible results.*
- *Reflect favorably on the military Service and the Department of Defense, and*
- *Be of a sustained and direct nature over a 3-year period. Members assigned to deploying units may include deployed time in the 3-year period.*

Preparation/Required Documents:

- 1) 1650/3 Personal Award Recommendation
- 2) Summary of Actions is required for MOVSMs.
- 3) Supporting documentation upon request of the NAVENVIRHLTHCEN Awards Board

The Director/Officer in Charge recommendation and signature certifies the member is eligible and the criteria have been met.

- **Awarding Authority:** Commanding Officer, Navy Environmental Health Center
(Reviewed by NAVENVIRHLTHCEN Awards Board)
- **Advancement Points Awarded:** 2.00 points

WHAT TENSE &
PERSON?

Unlike the citation write up for a medal, Letters are written in the "second person" and "past tense" i.e. "You performed your duties in an exemplary..."

Meritorious Service Medal

PROPOSED CITATION

• FORMAT •

ALL CAPS

Margins: 1 inch

Font: Times New Roman

Font Size: (12)
No more than 22 lines

Past tense, third person

MS Word; Office 97 format

- **Submission Lead Time:**
 - End of Tour - 60 calendar days prior to detachment
 - Retirement - 90 calendar days prior to terminal leave date or retirement
- **Eligibility Requirements:** Awarded to members of the Armed Forces of the United States who have distinguished themselves by outstanding meritorious achievement or service to the United States. To justify this decoration, the acts or services rendered by individuals must have been comparable to that required for the Legion of Merit but in a duty of lesser responsibility. The MSM is the counterpart of the Bronze Star Medal for the recognition of meritorious noncombat service. When the degree of meritorious achievement or service rendered is not sufficient to warrant the award of the MSM, the NCM, when appropriate, should be considered.
- **Criteria:** Normally appropriate at an end of tour or retirement when the member meets one or more of the following:
 - *O-5 command and O-6 non-command end of tour awards*
 - *Retiring O-5s or higher*
 - *Retiring Command Master Chiefs or Master/Senior Chiefs in positions of equivalent or greater responsibility*
- **Preparation/Required Documents:**
 - 1) 1650/3 Personal Award Recommendation
 - 2) Summary Of Action
 - 3) Proposed Citation
 - 4) Hard, Disk and Electronic Copy
 - 5) Copy of previous awards (OPNAV 1650/3) received during current tour
- **Awarding Authority:** Chief Bureau of Medicine and Surgery
(Reviewed at NAVENVIRHLTHCEN Awards Board level)
- **Advancement Points Awarded:** 3.00

Legion of Merit Medal

- . **Submission Lead Time:** 90 calendar days
- . **Eligibility Requirements:** To justify this decoration, the service rendered must have been comparable to that required for the Distinguished Service Medal but in a duty of lesser though considerable responsibility. In general, the Legion of Merit will be awarded to officers in lesser commands at sea or principal commands on shore that have performed such exceptionally meritorious service as to justify the award of the DSM except as to degree of merit. When the degree of achievement or service rendered, although meritorious, is not sufficient to warrant the award of the LOM, the MSM should be considered.
- **Criteria:** Normally appropriate for the following:
 - . **One and Two star end of tour** awards
 - O-6 **end of tour, usually of a major command**
- **Preparation/Required Documents**
 - 1) 1650/3 Personal Award Recommendation
 - 2) Proposed Citation
 - 3) Summary of Action
 - 4) Hard, Disk and Electronic Copy
 - 5) Copy of previous awards (OPNAV 1650/3) received during current tour
- **Awarding Authority:** Secretary of the Navy
(Reviewed at BUMED Awards **Board level**)
- . **Advancement Points Awarded:** 4.00 points

Navy & Marine Corps Medal

- **Submission Lead Time:** Immediately following action
- **Eligibility Requirements & Criteria:** Awarded to individuals who, while serving in any capacity with the U.S. Navy or the U.S. Marine Corps, distinguish themselves by heroism not involving actual conflict with the enemy. For acts of life-saving or attempted lifesaving, it is required that the action be performed at the risk of one's own life. To justify this decoration, accomplishment or performance of duty above that normally expected, and sufficient to distinguish the individual among those performing comparable duties, is required, although less than the requirements for the Silver star or the Legion of Merit. Minor acts of heroism in actual combat, single acts of merit or meritorious service connection with military or naval operations may justify this award.

Did You Know?

The NMCM Is the Highest Level of Award Given During Peace Time for Heroism

Congressional ***Medal of Honor Is the Highest Level Given For Heroism During Wartime***

- **Preparation/Required Documents:**
 - 1) 1650/3 Personal Award Recommendation
 - 2) Proposed Citation
 - 3) Summary of Action
 - 4) Hard, Disk and Electronic Copy
- **Awarding Authority:** Secretary of the Navy
(Reviewed at BUMED Awards Board level)
- **Advancement Points Awarded:** 3.00 points

Chapter

4

Civilian **Awards**

Navy Meritorious **Civilian** Service Award

WHAT IF THE
CIVILIAN IS A
CONTRACTED
EMPLOYEE?

Contracted
Employees are **NOT**
eligible for
“*Civilian Service*”
awards. If you wish
to recognize a
contracted employee,
see guidance in the
following section on
“*Public Service*”
awards.

WHERE DO I
GET ALL THIS
! ? !

RELAX....

start with the
employee's Position
Description (PD). If
you do not have it
readily available, the
Civilian Personnel
Liaison or the
Human Resources
Office (HRO) can
assist you.

- **Submission Lead Time:** Within 30 calendar days of special act or event
- **Eligibility Requirements:** This award is granted to individual employees to recognize meritorious **civilian** service or a contribution, which has resulted in high values and/or benefits to the Department of the Navy. This is the third highest honorary award under the Navy Incentive Awards Program. This award can be compared to a high Navy Marine Corps Achievement medal or low Navy and Marine Corps Commendation Medal.
- **Preparation/Required Documents:**
 - 1) 1650/3 Personal Award Recommendation
 - 2) Resume
 - Employee's name, job title and grade
 - Description of employee's current job responsibilities
 - Summary of Federal and non-Federal employment
 - Education
 - Published papers, articles or books, inventions, participation in professional and civic organizations
 - Awards received, including date and amount (if any)
 - 3) Narrative Justification For The Award
 - Area(s) of achievements upon which the nomination is based
 - Scope and importance of mission, function, service, or task affected
 - Extent of **ingenuity**, Innovation, or dedication demonstrating initiatives which exceeded job responsibilities
 - Results achieved, including benefits to the Government and impact on the organization
 - 4) Citation
 - Hard, Disk and Electronic Copy
- **Awarding Authority:** Commanding Officer, Navy Environmental Health Center
(Reviewed at NAVENVIRHLTHCEN Awards Board)

Navy Superior Civilian Service Award

. **Submission Lead Time:** 60 **calendar days**

. **Eligibility Requirements:** 'This award is granted to individual employees to recognize superior civilian service or a contribution, which has resulted in exceptional values **and/or** benefits to the Department of the Navy. This is the second highest honorary award in the Navy Incentive Awards Program and recognizes employee contributions, which, though exceptionally high in value, are not of sufficient significance to warrant consideration for the Navy Distinguished Civilian Service Award.

. **Preparation/Required Documents:**

1) 1650/3 Personal Award Recommendation

2) Resume

- . Employee's name, job title and grade
- . Description of employee's current job responsibilities
- . Summary of Federal and non-Federal employment
- Education
- Published papers, articles or books, inventions, participation in professional and civic organizations
- . Awards received, including date and amount (if any)

3) Narrative Justification For The Award

- . Area(s) of achievements upon which the nomination is based
- . Scope and importance of mission, function, service, or task affected
- Extent of ingenuity, Innovation, or dedication demonstrating initiatives which exceeded job responsibilities
- . Results achieved, including benefits to the Government and impact on the organization

4) Citation

- . Hard, Disk and Electronic Copy

. **Awarding Authority:** Chief, Bureau of Medicine and Surgery
(Reviewed at NAVENVIRHLTHCEN Awards Board level)

WHERE DO I
GET ALL THIS
!!!

RELAX....

start with the
employee's Position
Description (PD). If
you do not have it
readily available, the
Civilian Personnel
Liaison or the Human
Resources Office
(HRO) can assist you.

Navy Distinguished **Civilian** Service Award

- **Submission Lead Time:** 90 calendar days
- **Eligibility Requirements** This is the highest honorary award, which the Secretary of the Navy may confer upon a civilian employee of the Department of the Navy. Bestowal is on a highly selective basis to employees who have distinguished themselves by extraordinary service or contributions of major significance to the Department of the Navy. The achievement or service must truly be exceptional even among outstanding accomplishments and when measured against the job responsibility of the individual being recommended for the award.

- **Preparation/Required Documents**

- 1) 1650/3 Personal Award Recommendation

Resume

- . Employee's name, job title and grade
- Description of employee's current job responsibilities
- . Summary of Federal and non-Federal employment
- . Education
- . Published papers, articles or books, inventions, participation in professional and civic organizations
- Awards received, including date and amount (if any)

- 3) Narrative Justification For The Award

- Area(s) of achievements upon which the nomination is based
- . Scope and importance of mission, function, service, or task affected
- Extent of ingenuity, Innovation, or dedication demonstrating initiatives which exceeded job responsibilities
- Results achieved, including benefits to the Government and impact on the organization

- 4) Citation

- . Hard, Disk and Electronic Copy

- **Awarding Authority:** Secretary of the Navy
(Reviewed at *NAVENVIRHLTHCEN Awards Board level*)

WHERE DO I
GET ALL THIS

! ? !

RELAX....

start with the employee's Position Description (PD). If you do not have it readily available, the Civilian Personnel Liaison or the Human Resources Office (HRO) can assist you.

Meritorious Public Service Award

- **Submission Lead Time:** **30 calendar days**
- **Eligibility Requirements:** Third highest form of public recognition granted to non-DON civilian employees for significant contribution with substantial impact upon a given activity (OMBUDSMAN) or smaller geographical location (city). Nomination prepared in letter format IAW existing directives to the Chief, Bureau of Medicine and Surgery.
- **Awarding Authority:** Chief, Bureau of Medicine and Surgery
(Reviewed at NAVENVIRHLTHCEN Awards Board level)

Superior Public **Service** Award

- **Submission Lead Time:** **90 calendar days**
- **Eligibility Requirements:** Second most prestigious award for public service of a non-DON civilian employee whose contributions have a broad impact to a major Navy organizational element or a large geographical area. Nomination prepared in letter format IAW existing directives to Secretary of the Navy via chain of command.
- **Awarding Authority:** Secretary of the Navy
(Reviewed at NAVENVIRHLTHCEN Awards Board level)

Distinguished **Public** Service Award

- **Submission Lead Time:** **90 calendar days**
- **Eligibility Requirements:** Highest award bestowed upon a non-DON civilian employee by Secretary of the Navy for extraordinary cases where individuals have demonstrated exceptionally outstanding service of substantial and term benefit to the DON as a whole. Nomination prepared in letter format IAW existing directives to Secretary of the Navy via chain of command and DARP.
- **Awarding Authority:** Secretary of the Navy
(Reviewed at NAVENVIRHLTHCEN Awards Board level)

Chapter

5




Sample Award Packages

Locally Awarded Letters & Medals

- **Letters of Appreciation & Commendation**
 - **Individual** (Military & Civilian)
 - **Group** (Military & Civilian)
- **MOVSM** (Military Outstanding Volunteer service Medal)
- **NMCAM** (Navy & Marine Corps Achievement Medal)
 - **Specific Action**
 - **Retirement**
 - **End of Tour**
- **Navy Meritorious Civilian Service Award** (NMCSA)

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Navy Environmental Health Center ADDRESS: 2510 Walmer Avenue, Norfolk, VA 23513		TO: (Awarding Authority) ADDRESS: UIC/RUC: 68546 Commanding Officer, Navy Environmental Health Center, Norfolk, VA 14. EXP OF ACTIVE DUTY JULY 2002 IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A			
COMMAND POC: CSC Abrams	PHONE #: 468-5879				
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIG/NEC/MOS 8404	15. EST. DETACHMENT DATE JULY 2000 <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
3. NAME (Last, First, MI) Jenkins, Holly C.					
4. COMPONENT (USN, USMC, etc) USN	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: Naval Medical Logistics Command				
5. GRADE/RATE LT	17. UNIT AT TIME OF ACTION/SERVICE Navy Environmental Health Center, Norfolk, VA		18. DUTY ASSIGNMENT Administrative Officer		
6. WARFARE DESIGNATOR	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) None			
8. RECOMMENDED AWARD (See instruction #3 on back) LOA	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/> NO				
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED None			
12. ACTION DATE/MERITORIOUS PERIOD December 1996 - March 1997		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Hampton Roads					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR G. A. Harris, CDR, MSC, USN		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	D. M. Sack, CAPT, MC, USN Commanding Officer Navy Environmental Health Center	LOA	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/>  <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)				DATE:	
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
2. Reviewed and recorded					
By direction _____					
Gender (Please pencil in)			Race (Please pencil in)		

AWARDED BY THE COMMANDING OFFICER, NAVENVIRHLTHCEN

Letter of Appreciation Sample

THE COMMANDING OFFICER, NAVY ENVIRONMENTAL HEALTH CENTER
NORFOLK, VIRGINIA TAKES PLEASURE IN PRESENTING A
LETTER OF APPRECIATION TO

LIEUTENANT COMMANDER HOLLY C. JENKINS
UNITED STATES NAVY

“It is with great pleasure that I express my sincere appreciation for your superior performance in your role as the Administrative Officer, Administration and Support Directorate, Navy Environmental Health Center, Norfolk, Virginia from December 1996 through March 1997. Selected for your professionalism, enthusiasm, and total commitment to quality, you contributed significantly to the implementation of the principles of Total Quality Leadership by instructing 32 staff members in the Introduction to Total Quality Leadership Course. This course provided invaluable information and virtually laid the foundation for the command’s quality management boards, process action teams, and the total force involvement required for a process that is expected to revolutionize our business practices. Your enthusiasm and total dedication to duty reflect great credit upon yourself and are in keeping with the highest traditions of the United States Naval Service. I extend to you my personal appreciation for a job “Well Done” and wish you continued success in your future endeavors.

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Navy Environmental Health Center ADDRESS: 2510 Walmer Avenue, Suite A, Norfolk, VA 23513-2617		TO: <i>(Awarding Authority)</i> ADDRESS: UIC/RUC: 68546 Commanding Officer, Navy Environmental Health Center, Norfolk, Virginia			
COMMAND POC: HMC Banks		PHONE #: 953-1245			
1. SOCIAL SECURITY NUMBER See Attachment	2. DESIG/NEC/MOS See Attachment	14. EXP OF ACTIVE DUTY N/A IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A			
3. NAME <i>(Last, First, MI)</i> See Attachment		15. EST. DETACHMENT DATE N/A <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) N/A	16. NEW DUTY STATION <i>(Home address if separation anticipated)</i> ADDRESS: N/A				
5. GRADE/RATE See Attachment	17. UNIT AT TIME OF ACTION/SERVICE Navy Environmental Health Center, Norfolk, VA		18. DUTY ASSIGNMENT N/A		
6. WARFARE DESIGNATOR See Attachment	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED <i>(exclude Purple Heart and Combat Action Ribbon)</i> None			
8. RECOMMENDED AWARD <i>(See instruction #3 on back)</i> LOA	9. SPECIFIC ACHIEVEMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
10. <input type="checkbox"/> <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL N/A		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED None			
12. ACTION DATE/MERITORIOUS PERIOD 20-25 September 1997		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION See Attachment			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Hampton Roads					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR M. Smith, CAPT, MC, USN		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). <i>(Attach additional sheets only as necessary)</i>					
VIA	COMMAND <i>(To be completed by originator)</i>	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	D. M. Sack, CAPT, MC, USN Commanding Officer Navy Environmental Health Center	LOA	<input type="checkbox"/> YES <input type="checkbox"/>		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)				DATE:	
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 2. Reviewed and recorded					
By direction _____					
Gender <i>(Please pencil in)</i>			Race <i>(Please pencil in)</i>		

Group Letter Sample

THE COMMANDING OFFICER
NAVY ENVIRONMENTAL HEALTH CENTER
TAKES PLEASURE IN PRESENTING A LETTER OF APPRECIATION TO:

NAME/RANK
UNITED STATES NAVY

“It is with great pleasure that I express my sincere appreciation for the superior performance of your duties while assigned to the Health Promotion Directorate, Navy Environmental Health Center, Norfolk Virginia from 20-25 September 1997. Your exceptional skills, organizational capabilities and excellent public relations assisted in screening 250 previously unscreened military members for prostate cancer. Your commitment to the delivery of health care to the military community is evidenced by your volunteering to participate in the Prostate Awareness Week screening evolution during your off time. Your enthusiasm and total dedication to duty reflected great credit upon yourself and were in keeping with the highest traditions of the United States Naval Service. I express my sincere appreciation for a job “well done” and wish you continued success in your future endeavors.”

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: NAVDISVETECOLCONCEN ADDRESS: PO BOX 43 NAVAL AIR STATION JACKSONVILLE, FL 32212-0043		TO: (Awarding Authority) ADDRESS: UIC/RUC: 68546 Commanding Officer, Navy Environmental Health Center, Norfolk, Virginia			
COMMAND POC: HMCS D. M. TROYANO, USN		PHONE #: 458-962-7865		14. EXP OF ACTIVE DUTY 01 June 2002 IF RETIREMENT/SEPARATION, NUMBER OF YEARS	
1. SOCIAL SECURITY NUMBER 000-00-0000		2. DESIG/NEC/MOS		15. EST. DETACHMENT DATE 07 May 1999	
3. NAME (Last, First, MI) Reed, Calvin E.		<input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) USN		16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: NAVAL HOSPITAL ROOSEVELT ROADS PR PSC 1008, BOX 3007, FPO AA 34051-8100			
5. GRADE/RATE HM2/E-5		17. UNIT AT TIME OF ACTION/SERVICE NAVDISVETECOLCONCEN JAX			18. DUTY ASSIGNMENT PREV MED TECH
6. WARFARE DESIGNATOR		7. UIC/RUC: 62873		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) None	
8. RECOMMENDED AWARD MOVSM		9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED None			
12. ACTION DATE/MERITORIOUS PERIOD March 1996 - May 1999		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Jacksonville, Florida					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR COLE J. CHURCH, CDR, MSC, USN, Officer in Charge				SIGNATURE _____ DATE _____	
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)				DATE: _____	
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA 2. Reviewed and recorded _____ By direction _____					
Gender (Please pencil in)			Race (Please pencil in)		

MOVSM Sample Memorandum

1650/3

SerCS/12596

08 JUN 1999

From: Commanding Officer, Navy Environmental Health Center,
Norfolk, Virginia

To: CAPT Calvin E. Reed, MSC, USN, 000-00-0000

Via: Officer in Charge, Navy Disease Vector Ecology and Control Center, Naval Air Station,
Box 43, Building 937, Jacksonville, FL 32212-0043

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE AWARD

Ref: (a) SECNAVNOTE 1650 of 12 APR 94

1. Per reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal for your outstanding public service from March 1996 through May 1999, while assigned to Navy Disease Vector Ecology and Control Center, **Jacksonville**, Florida.
2. Your demonstrated enthusiasm and true volunteer spirit were displayed in the significant lasting contributions you made during your tour. As a dedicated service member, you shared your skills by providing entomology instruction to over 5,000 boy scouts. You also instructed elementary, middle and high school students, Sea Cadets and Junior Naval Reserve Officer Training Candidates, who visited the center, in entomology and services provided by the center. You volunteered over 270 hours as an instructor to teach CPR first aid and HIV/AIDS awareness for the North East Florida Chapter of the American Red Cross. Concerned for the safety of your fellow man, you also volunteered 90 hours to teach motorcycle **safety** courses. Your efforts in community service projects have made you a highly visible and valuable part of the community.
3. By spending your free time in these pursuits, you went above and beyond your assigned duties. You did so with no expectation other than the deep satisfaction that comes with helping others. I am very pleased to authorize you to wear the Military Outstanding Volunteer Service Medal.

D. M. SACK

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Navy Environmental Health Center ADDRESS: 2510 Walmer Avenue, Suite A, Norfolk, VA 23513		TO: (Awarding Authority) ADDRESS: UIC/RUC: 68546 Commanding Officer, Navy Environmental Health Center, Norfolk, VA	
COMMAND POC: HMC Jones		PHONE #: 456-9863	
1. SOCIAL SECURITY NUMBER 000-00-000		2. DESIG/NEC/MOS AFSC	
3. NAME (Last, First, MI) Skinner, Gregory K.		14. EXP OF ACTIVE DUTY Indefinite IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A	
4. COMPONENT (USN, USMC, etc) USAF		15. EST. DETACHMENT DATE Jul 98 <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE	
5. GRADE/RATE 03		16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: N/A	
6. WARFARE DESIGNATOR		17. UNIT AT TIME OF ACTION/SERVICE Brooks AFB, Texas	
7. UIC/RUC: 68546		18. DUTY ASSIGNMENT. Public Health Officer	
8. RECOMMENDED AWARD (See instruction #3 on back) NA		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) AFCM (JUN 91 - AUG 92) AFCM (SEP 92-May94)	
9. SPECIFIC ACHIEVEMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED None	
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None	
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		12. ACTION DATE/MERITORIOUS PERIOD Dec 96 - Jun 97	
13. GEOGRAPHIC AREA OF ACTION/SERVICE San Antonio, TX		22. I certify that the facts contained in the summary of action are <input checked="" type="checkbox"/> known to me <input type="checkbox"/> a matter of record	
NAME, GRADE, TITLE OF ORIGINATOR D. M. SACK, CAPT, MC, USN, Commanding Officer		SIGNATURE DATE	
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)			
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"
1			<input type="checkbox"/> YES <input type="checkbox"/> NO
2			E1 YES <input type="checkbox"/> NO
3			<input type="checkbox"/> YES <input type="checkbox"/> NO
24. TO BE COMPLETED BY AWARDING AUTHORITY			
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
FOR USE OF NDBDM ONLY			
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)		DATE:	
1. Extraordinary heroism recommended • J Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 2. Reviewed and recorded			
By direction			
Gender (Please pencil in)		Race (Please pencil in)	

Navy & Marine Corps Achievement Specific Action Summary of Action Sample

The performance of Captain Gregory K. Skinner, on behalf of the U.S. Navy were essential in the design and development of the Navy Disease Reporting System (NDRS), the Navy communicable disease surveillance system and a component of the presidentially directed Global Emerging Infections Surveillance and Response Program. His dedication, talents, and unselfish commitment in support of a sister service were demonstrated in the following accomplishments between December 1996 and June 1997:

- Changed the data structure of the Air Force Reportable Epidemiology Surveillance System to meet Navy requirements for the NDRS, thereby saving the Navy the manpower and expense of developing a new system.
- Tailored additional data elements; forms, reports, and queries as requested by the Navy to make NDRS meet the needs of the Navy.
- Created the installation program for the NDRS and duplicated over 1200 computer disks and labels for distribution of the NDRS to naval medical treatment facilities and medical departments in the fleet and FMF.
- Conducted a half-day training session for essential Navy personnel during the Navy Environmental Health Workshop in February.
- Continued to support the Navy with necessary revisions to the NDRS.

Captain Skinner's actions on behalf of the United States Navy as a professional and officer of a sister service were critical to the development of a naval surveillance system that brings the Navy into the 20th Century and provides a program for providing data to make important decisions about the health and welfare of our sailors, marines, and beneficiaries. He is most enthusiastically recommended for the Navy Achievement Medal.

Navy & Marine Corps Achievement Medal Certificate Citation of 12 Lines of Text

N A V Y A N D M A R I N E C O R P S
A C H I E V E ' M E N T M E D A L

TO

CAPTAIN **GREGORY K. SKINNER**
UNITED STATES AIR FORCE

FOR

Professional achievement in the superior performance of his duties while serving as a Public Health Officer on behalf of the United States Navy from December 1996 through June 1997. Captain Skinner' displayed exceptional commitment and skills in helping to develop the automated navy disease reporting system. His abilities and dedication were critical in developing this computerized system for the tracking of diseases in naval forces and for the' larger department of defense global emerging infections surveillance and response system. His willingness to work interservice saved the Navy thousands of dollars, allowing the Navy to greatly improve its communicable surveillance system; and serving as a model for inter-service cooperation. Captain Skinner sacrificial service, professional conduct, and exceptional technical skills reflected great credit 'upon himself, the United States Air Force and were in keeping with the highest traditions of the United States Naval Service.

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Navy Environmental and Preventive Medicine Unit-Z ADDRESS: NEPMU-2, 1887 Powhatan Street, Norfolk, VA 235113394		TO: Commanding Officer, Navy Environmental Health Center 2510 Walmer Avenue, Suite A, Norfolk, VA 23512-2617 14. EXP OF ACTIVE DUTY 31 Jul 97 IF RETIREMENT/SEPARATION, NUMBER OF YEARS: 30			
COMMAND POC: HMCS Abrams	PHONE #: 426-9832				
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIG/NEC/MOS 8432	15. EST. DETACHMENT DATE 27 Jun 97 (Ceremony)			
3. NAME (Last, First, MI) Gibson, Corey T.		<input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) USN	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: 1415 Dominion Avenue Portsmouth, VA 23705				
5. GRADE/RATE HMC/E-7	17. UNIT AT TIME OF ACTION/SERVICE Navy Environmental and Preventive Medicine Unit No.7	18. DUTY ASSIGNMENT Senior Enlisted Leader			
6. WARFARE DESIGNATOR NIA	7. UIC/RUC: 62997	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) None			
8. RECOMMENDED AWARD (See instruction #3 on back) NA	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
10. HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE			
12. ACTION DATE/MERITORIOUS PERIOD February 1993 -July 1997		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
13. GEOGRAPHIC AREA OF ACTION/SERVICE					
22. I certify that the facts contained in the summary of action are <input checked="" type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR D. W. Fulton, CAPT, MC, USN		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	D. M. Sack, CAPT, MC, USN Commanding Officer Navy Environmental Health Center	NA	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HER & M RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM) 1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 2. Reviewed and recorded				DATE:	
By direction _____					
Gender (Please pencil in)			Race (Please pencil in)		

Navy & Marine Corps Achievement Retirement Summary of Action Sample

HMC Gibson distinguished himself through the outstanding professional performance of his duties while assigned as a Chief Hospital Corpsman assigned to Navy Environmental and Preventive Medicine Unit No. 2 (NEPMU-2) from 26 February 1993 through 31 July 1997. During this period HMC Gibson consistently displayed exceptional competence, managerial skills and devotion to duty, which significantly contributed to the overall successful accomplishment of the command's mission. His specific accomplishments include:

- Independently served as the unit's sole medical entomology technical representative for a total of 12 months when the Medical Service Corps entomologists' billet was unfilled. During these time periods he ensured that crucial medical entomology section functions continued uninterrupted while accepting and accomplishing all newly assigned taskings.
- Diligently maintained the Department of Defense Pesticide Applicator Certification database containing over 650 records ensuring the accurate tracking of this specialty training required by the Code of Federal Regulations.
- Served as the Quarantine Deratization Program liaison with the Centers for Disease Control and Prevention. HMC Gibson personally supervised the issuance, transfer and continued tracking of special authority and registered seals given by the U.S. Public Health Service to 70 personnel officially designated as US. **Public** Health Service Officers used for certifying USS, USNS, and MSC contract ship compliance with International Health Regulations.
- Voluntarily served as the transportation coordinator for the 36th, 37th, and 38th Navy Occupational Health and Preventive Medicine Workshops. In this role he effectively assessed and efficiently coordinated a myriad of **transportation** requirements for over 6000 participants traveling **from** numerous locations worldwide, including Flag Officers and other VIPs.
- Served as the Supply Manager for two directorates managing expenditures of approximately \$325,000 in operating funds.
- Enthusiastically served as the unit's Drug and Alcohol Program Advisor, Ensured command compliance with DOD and Navy directives and provided ongoing drug and alcohol abuse prevention education for both military and civilian personnel.

HMC Gibson's efforts are admirable, reflect great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

Navy & Marine Corps Achievement Medal Certificate Citation of 12 Lines of Text

**D E P A R T M E N T O F T H E
N A V Y**

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

**N A V Y A N D M A R I N E C O R P S
A C H I E V E M E N T M E D A L**

TO

**CHIEF HOSPITAL CORPSMAN
COREY T. GIBSON
UNITED STATES NAVY**

FOR

For professional service in the superior performance of his duties while assigned as Preventive Medicine Technician at Navy Environmental and Preventive Medicine Unit Number 2 from February 1993 through July 1997. HMC Gibson served as unit's sole medical entomology technical representative for 12 months. As program manager, he diligently maintained the Department of Defense Pesticide Applicator Certification database and served as Quarantine Deratization Program liaison with the Centers for Disease Control and Prevention. He personally supervised the issuance, transfer and continued tracking of special authority and registered seals given by the U.S. Public Health Service to 70 personnel to document compliance with International Health Regulations. HMC Gibson's outstanding professional performance and devotion to duty reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Navy Environmental and Preventive Medicine Unit-7 ADDRESS: NEPMU-7, PSC 824 Box 2760, FPO AE 09623-2760		TO: (Awarding Authority) ADDRESS: UIC/RUC: Chief, Bureau of Medicine and Surgery 14. EXP OF ACTIVE DUTY January 1998 IF RETIREMENT/SEPARATION, NUMBER OF YEARS			
COMMAND POC: HMCS Abrams	PHONE #: 426-9832				
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIG/NEC/MOS 8404/0000	15. EST. DETACHMENT DATE December 1997			
3. NAME (Last, First, MI) Smith, William T.		<input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) USN	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: Commander, Naval Medical Center 27 Effingham Street, Portsmouth, VA 23708-2197				
5. GRADE/RATE HM2/E5	17. UNIT AT TIME OF ACTION/SERVICE Navy Environmental and Preventive Medicine Unit No.7	18. DUTY ASSIGNMENT Hospital Corpsman			
6. WARFARE DESIGNATOR SW	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) None			
8. RECOMMENDED AWARD (See instruction #3 on back) NA	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE			
12. ACTION DATE/MERITORIOUS PERIOD January 1995 - December 1997		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Europe, Africa, Southwest Asia					
22. I certify that the facts contained in the summary of action are <input checked="" type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR T. J. Anderson, CDR, MSC, USN		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	D. M. Sack, CAPT, MC, USN Commanding Officer Navy Environmental Health Center	NA	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> ☆ ★ ● ● ● ●	<input type="checkbox"/> ☆ ★ ● ● <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM) 1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 2. Reviewed and recorded				DATE: By direction _____	
Gender (Please pencil in)			Race (Please pencil in)		

Navy & Marine Corps Achievement End of Tour Summary of Action Sample

For professional achievement in the superior performance of his duties as Supply Petty Officer, Navy Environmental and Preventive Medicine Unit No. 7 (NEPMU-7) for the period January 1995 through December 1997. His initiative, dedication, and tireless devotion to duty increased the operational and administrative efficiency and effectiveness of his department and the Unit. His contributions to the command and mission were vital as he provided logistical liaison in the rear to deployed staff members. Specific accomplishments included:

- Displayed exceptional initiative to develop, establish, and maintain the Government Purchase Card Program to significantly improve logistical efficiency and lead time by saving approximately 7 minutes on the processing of each requisition and reducing delivery times by an average of 90 days.
- During his tenure, he enthusiastically processed over 600 requisitions in excess of \$350,000 in a meticulous and efficient manner. He also maintained a highly effective computer database file to account for the command's \$325,000 equipment inventory. Due to his efforts, the improved tracking accuracy resulted in zero discrepancies during the command's Triennial Inspection conducted by Navy Environmental Health Center.
- His competitive nature and desire to excel in all endeavors was evident in the long hours he worked to meet end-of-the-year fiscal and supply deadlines. He developed an itemized \$120,000 command supply budget, which resulted in the most efficient and effective use of available funds.
- Independently organized, implemented, and developed protocols for the department in the absence of a permanent supervisor.
- Constructed Standard Operating Procedures Manual for supply operations ensuring the Unit's readiness and ability to respond to mission requests.

Petty Officer Smith's efforts are admirable, reflect great credit upon himself, and were in keeping with the highest traditions of the United States Naval Service.

Navy & Marine Corps Achievement Medal Certificate Citation of 12 Lines of Text

DEPARTMENT OF THE
NAVY

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

NAVY AND MARINE CORPS
ACHIEVEMENT MEDAL

TO

SUPPLY PETTY OFFICER SECOND CLASS
WILLIAM T. SMITH

FOR

Professional achievement in the superior performance of duties as Supply Petty Officer, Navy Environmental and Preventive, Medicine Unit Number 7 from January 1995 through December 1997. Petty Officer Smith displayed exceptional initiative to develop, establish, and maintain the Government Purchase Card Program to significantly improve logistical efficiency and leadtime by saving approximately 7 minutes on the processing time of each requisition and reducing delivery time by an average of 90 days. He maintained and ensured accountability for over \$300,000 of equipment inventory resulting in zero discrepancies identified during the command's triennial inspection. He meticulously and efficiently processed over 600 requisitions in excess of \$350,000. Petty Officer Smith's perseverance, dedication, and tireless devotion to duty reflect great credit upon himself, and were in keeping with the highest traditions of the United States Naval Service.

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.

COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: Navy Environmental Health Center ADDRESS: 2510 Walmer Avenue, Suite A, Norfolk, VA 23513		TO: (Awarding Authority) ADDRESS: UIC/RUC: Chief Bureau of Medicine and Surgery	
COMMAND POC: HMCN Browne		PHONE #: 956-7863	
1. SOCIAL SECURITY NUMBER 000-00-0000		2. DESIG/NEC/MOS	
3. NAME (Last, First, MI) Johnson, Thomas B.		14. EXP OF ACTIVE DUTY IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A	
4. COMPONENT (USN, USMC, etc)		15. EST. DETACHMENT DATE <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE	
5. GRADE/RATE		16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: NAVFACENGCOM Contracts, 1450 7th Street, Norfolk, VA 23521	
6. WARFARE DESIGNATOR		17. UNIT AT TIME OF ACTION/SERVICE NAVENVIRHLTHCEN NORFOLK VA	
8. RECOMMENDED AWARD (See instruction #3 on back) NMCSA		18. DUTY ASSIGNMENT Assist Department Head	
9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon)	
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/>		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED None	
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None	
12. ACTION DATE/MERITORIOUS PERIOD January 1996 - July 1998			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Hampton Roads			
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record			
NAME, GRADE, TITLE OF ORIGINATOR D. M. SACK, MC, USN, Commanding Officer		SIGNATURE DATE	
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)			
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"
1			<input type="checkbox"/> YES <input type="checkbox"/> NO
2			<input type="checkbox"/> YES <input type="checkbox"/> NO
3			<input type="checkbox"/> YES <input type="checkbox"/> NO
24. TO BE COMPLETED BY AWARDING AUTHORITY			
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> NO
SIGNATURE, GRADE, TITLE		DATE APPROVED	
FOR USE OF NDBDM ONLY			
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)		DATE:	
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
2. Reviewed and recorded			
By direction			
Gender (Please pencil in)		Race (Please pencil in)	

Navy Meritorious Civilian Service Award Resume Sample

RESUME:

- (1) Employee's name, job title, and grade: Mr. Thomas B. Johnson, Industrial Hygienist, GS-15
- (2) Description of employee's **current** job responsibilities: Deputy Directory, Industrial Hygiene
- (3) **Summary** of Federal and non-Federal employment: May 1986 to Present
- (4) Education: B.S. Biology University of Virginia
- (5) Published papers, articles or books, inventions, **participation** in professional and civic organizations, if any:

None
- (6) Awards received, including **date** and amount, if any:
Civilian of the Quarter July - October 1987
Civilian of the Quarter January - March 1990
Civilian of the Year 1990
Performance awards and Quality Salary Increases granted in 1986, 1987, 1990, 1991, 1992, 1993

Navy Meritorious Civilian Service Award Narrative Justification Sample

NARRATIVE JUSTIFICATION:

- (1) Areas of achievements upon which the nomination is based:

During the period from 8 January 1996 through July 1998, Mr. Johnson consistently demonstrated superior technical, administrative and leadership abilities as the Deputy Director for Industrial Hygiene at Navy Environmental Health Center, Norfolk, Virginia. His extraordinary experience, expert organization abilities, and clear judgment have had a profound position impact on the success of this command and the Navy. As team leader on 114 Industrial Hygiene Compliance Evaluations, Mr. Johnson was highly effective in training Industrial Hygienists and insuring BUMED activities remained in compliance with all applicable regulations.

- (2) Scope and importance of mission, function, service, or task affected:

Has positively impacted the day-to-day operations of the Industrial Hygiene Directorate, directly enhancing the prevention, guidance, and regulatory services provided.

- (3) Extent of ingenuity, innovation, or dedication demonstrating initiatives, which expanded job responsibilities:

Assisted in the development of an Industrial Hygienist Training Plan and Professional Career Guide. Both Documents are in use throughout the Navy to provide information on educational opportunities and recommended courses for the professional development of military and civilians in the Industrial Hygiene field.

Provided expert consultative and technical information services to DOD and DON forces, activities, and functions worldwide, at both the headquarters and field level.

Implemented Total Quality Management in his directorate by evaluating implementation and effectiveness of industrial hygiene programs at the level of application; and providing feedback, and guidance to activities, and analyses and recommendation to higher authority.

**Navy Meritorious Civilian Service Award Narrative Justification Sample
Continued**

Provided expert professional support and assistance to Medical Departments and operational Navy planners to develop doctrine for applying industrial hygiene, toxicology and risk assessment principles and practices to contingency planning and to combined/joint mission requirements and their execution.

(4) Results achieved including benefits to the Government and impact on the organization:

Truly a team player, Mr. Johnson's sustained exemplary performance and many initiatives have continually reflected great credit upon himself and the Navy Environmental Health Center, and have set new standards for industrial hygienists' involvement in the Navy. As a result of his foresight, initiative, drive and tireless devotion to duty, Mr. Johnson has increased the quality and quantity of industrial hygiene, toxicology and risk assessment services provided by the Navy Environmental Health Center. He is most deserving of this special recognition. His impact on command mission accomplishments is noteworthy.

Navy Meritorious Civilian Service Award Citation Sample

**THOMAS B. JOHNSON
INDUSTRIAL HYGIENIST**

For services as set forth in the following
CITATION:

“For meritorious service in the superior performance of duties while assigned as an Industrial Hygienist, Industrial Hygiene Department, Navy Environmental Health Center, Norfolk, Virginia, from January 1996 through July 1998. Mr. Johnson consistently performed far and above the required duties in an exemplary and highly professional manner. He not only provided expert consultative and technical information services of the highest caliber, but also assured maximum utilization of available Navy resources. His resourcefulness, strong leadership, and dedication to uncompromised risk assessment principles resulted in substantial improvements in the quality and quantity of industrial hygiene services provided. Mr. Johnson’s exceptional professional abilities, initiatives, and loyal dedication to duty reflected great credit upon himself and are in keeping with the highest traditions of the United States Naval Service.”



Chapter
5a

Sample Award Packages
Medals Awarded at Higher Levels

- **Letters of Appreciation & Commendation**
 - Flag Officer
- **NMCCM** (Navy & Marine Corps Commendation Medal)
 - End of Tour
 - Retirement
- **MSM** (Meritorious Service Medal)
 - End of Tour
 - Retirement
- **LOM** (Legion of Merit)
- **NSCSA** (Navy Superior Civilian Service Award)
- **NDCSA** (Navy Distinguished Civilian Service Award)

**ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED**

PERSONAL AWARD RECOMMENDATION:

FROM: Officer in Charge, Navy Region Mid-Atlantic and Preventive Medicine Unit, Number Two ADDRESS: 1887 Powhatan St., Norfolk, VA 235113394		TO (Awarding Authority) ADDRESS: UIC/RUC: Commander, Navy Region, Mid-Atlantic 6506 Hampton Blvd. Norfolk, VA 23508-1273 14. EXP. OF ACTIVE DUTY: NOV 2001	
COMMAND POC: : HMCS Barry Mullen		PHONE (DSN) 564-767 1	
1. SOCIAL SECURITY NUMBER 000-00-0000		2. DESIGNEC/MOS 8432	
3. NAME (Last, first, M) PARRIS, JOSHUA C.		15. EST. DETACHMENT DATE 01 MAR 00 <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> TERMINAL LEAVE	
4. COMPONENT (USN, USMC, etc.) USN		16. NEW DUTY STATION (Home address if separation anticipated) 1ST FSSG, CAMP PENDLETON	
		ADDRESS: BOX 555657, CAMP PENDLETON, CA 92055	
5. GRADE/RATE HM2/E-5		17. DATE, TIME OF ACTION/SERVICE NAVENPVT MED TWO NORFOLK VA	
6. WARFARE DESIGNATOR SW/FMF		7. UIC/RUC: 63117	
8. RECOMMENDED AWARD FLOC		9. SPECIFIC ACHIEVEMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA		18. DUTY ASSIGNMENT PREVENTIVE MEDICINE TECHNICIAN	
11. NUMBER OF AWARD OF RECOMMENDED MEDAL FIRST		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) NC DEC 1998 - JAN 1999	
12. ACTION DATE/MERITORIOUS PERIOD 01 July 99 - 30 September 1999		20. PERSONAL AWARDS RECOMMENDED - NOT YET APPROVED NONE	
13. GEOGRAPHIC AREA OF ACTION/SERVICE NORFOLK, VA		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION NONE	
22. I certify that the facts contained in the summary of action are <input checked="" type="checkbox"/> known to me <input type="checkbox"/> a matter of record			
NAME, GRADE, TITLE OF ORIGINATOR CAPT D. C. FULTON, MC, USN, OFFICER IN CHARGE		SIGNATURE	
23. FORWARDING ENDORSEMENTS VIA ADDRESS (SEE(S). (Attach additional sheets only as necessary)		DATE	
V I A COMMAND (To be completed by originator)		RECOMMENDED AWARD	
		COMBAT "V" <input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		SIGNATURE, GRADE	
		DATE FWD	
24. TO BE COMPLETED BY AWARDING AUTHORITY			
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V" <input type="checkbox"/> YES <input type="checkbox"/> NO	
		EXTRAORDINARY HEROISM RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO	
FOR USE OF NDBDM ONLY		SIGNATURE, GRADE, TITLE	
		DATE APPROVED	
FROM: SECNAV (NDBDM) TO: CNO (N09B33) CMC (CODEMHM)		DATE:	
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA			
2. Reviewed and recorded			
Gender (Please pencil in)		Race (Please pencil in)	

Letter of Commendation Sample

Commander, Navy Region, Mid-Atlantic takes great pleasure in commending

**HOSPITAL CORPSMAN SECOND CLASS
(SURFACE WARFARE/FLEET MARINE FORCE)
JOSHUA C. PARRIS
UNITED STATES NAVY**

For services as set forth in the following
CITATION:

For professional achievement in the superior performance of your duties as the Navy Environmental and Preventive Medicine Unit Number Two, Sailor of the Quarter for the period of 01 July to 30 September 1999. Your initiative in volunteering to accept temporary assignment as the Preventive Medicine Technician for USS GUNSTON HALL (LSD 44) during their six-month deployment was commendable. Your performance resulted in a seventy-five percent improvement in the administrative efficiency of the **onboard** Preventive Medicine program and resulted in the implementation of "Deck Plate" Occupational Safety Training, which contributed to the overall safety, and health of your fellow sailors. In addition, during Operation Avid Response, your technical expertise was crucial in the humanitarian assistance that the ship was able to provide to thousands of foreign nationals displaced by the earthquake in northern Turkey. Personally, your motivation in completing all of the PQS requirements necessary to be designated as a "Surface Warrior" in less than six months is an inspiration to all of your peers and subordinates. Your dedication, perseverance, and loyal devotion to duty reflected great credit upon yourself and were in keeping with the highest traditions of the United States Naval Service. Well done!

***Letters of Commendation signed by Commander, Navy Region, Mid-Atlantic are for NAVENVIRHLTHCEN, NEPMU-2 and Naval Dosimetry Center, Bethesda, Maryland.**

ENSURE ALL BLOCKS ARE FILLED IN. SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Navy Environmental Health Center ADDRESS: 2510 Walmer Avenue, Suite A, Norfolk, VA 23513		TO: (Awarding Authority) ADDRESS: UIC/RUC: Chief, Bureau of Medicine and Surgery			
COMMAND POC: HMCS Browne		PHONE #: 658-7894			
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIG/NEC/MOS 2300	14. EXPOFACTIVE DUTY Indefinite IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A			
3. NAME (Last, First, MI) Adams, Benjamin F.		15. EST. DETACHMENT DATE 16 Jun'97 <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) USN	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: NAVDISVECTECOLCONCEN, Bangor, Poulso Professional Place				
5. GRADE/RATE CDR	17. UNIT AT TIME OF ACTION/SERVICE Navy Environmental Health Center	18. DUTY ASSIGNMENT Entomologist			
6. WARFARE DESIGNATOR	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) NA (Apr-Jun 90) NC (Aug 99-Aug 91) NC (Aug 94-DEC 95)			
8. RECOMMENDED AWARD (See instruction #3 on back) NC	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF 'AWARD OF RECOMMENDED MEDAL Third		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE			
12. ACTION DATE/MERITORIOUS PERIOD August 1994 - June 1997		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION NONE			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Jacksonville, Florida					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR D. M. SACK, CAPT, MC, USN, COMMANDING OFFICER		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> ☆ ★ ● ● ● ● ● ● ● ●	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)			DATE:		
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
2. Reviewed and recorded					
By direction					
Gender (Please pencil in)			Race (Please pencil in)		

Navy & Marine Corps Commendation End of Tour Summary of Action Sample

For meritorious service in the superior **performance** of his duties as the Head Special Projects Department, Navy Disease Vector Ecology and Control Center, Jacksonville, Florida, **from** January 1996 to June 1997. During a period of rapid technological growth, Commander Adams' vision, foresight, meticulous preparation, and attention to detail enabled this Center to move to the **forefront** of technical and specialized services in the field of vector-borne disease prevention and control. His accomplishments during this period:

- Recognizing a serious deficiency in the computer capabilities of this Center, Commander Adams took the initiative to research, justify additional funding beyond the Center's budget, devise and implement a state-of-the-art computer network. Completely restructuring all facets of the program, he upgraded the Center's computers, removed archaic software from the inventory, and developed a comprehensive security plan. Through his diligence the Center was able to obtain \$42,000 worth of new computer equipment and software, including 21 new stations, 'laser color printer, and a scanner. Additionally, his efforts have increased the availability of information to the staff and the Center's customers. As a result of careful planning and use of resource sharing over the network, he reduced the reliance on stand-alone printers in the Center, thus reducing the number needed and saving funds.
- Personally coordinated with MED-O/A and the Navy management Information Center the transfer of a Local Area Network (LAN) server from Naval Hospital Jacksonville. Through his efforts in the acquisition and transfer of this equipment over \$4,000 was saved for this Center.
- Completely rewrote the Activity Automated Information System Security Plan following the installation of the LAN. The revision of this plan required numerous hours of inventorying hardware and software. As a result of his work, this Center will be able to operate at a C-2 security classification.

Commander Adams' unswerving commitment to excellence and devotion to duty far exceeded that which is normally expected or required. His contributions have made a permanent impact on this Center, Navy Medicine, and the Navy as a whole. He is most strongly recommended for the Navy and Marine Corps Commendation Medal.

Navy & Marine Corps Commendation Certificate Citation for End of Tour of
12 Lines of text

**D E P A R T M E N T O F T H E
N A V Y**

THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE

**N A V Y A N D M A R I N E C O R P S
C O M M E N D A T I O N M E D A L**

(GOLD STAR IN LIEU OF THE THIRD AWARD)

TO

COMMANDER BENJAMIN F. ADAMS

MEDICAL SERVICE CORPS


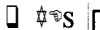
UNITED STATES NAVY

FOR

For meritorious service in the superior performance of his duties as Head, Special Projects Department assigned to Navy Disease Vector Ecology and Control Center, Jacksonville, Florida from January 1996 through June 1997. Commander Adams consistently performed his demanding duties in an exemplary and highly professional manner. During this period he personally upgraded the center's computers and computer network to state-of-the-art capabilities, which has paid dividends in productivity and cost savings. He participated in a two-week medical readiness training exercise in Jamaica, which was highly beneficial to both the Navy and Jamaican Public health Program. Commander Adams distinctive accomplishments, unrelenting perseverance, and steadfast devotion to duty reflected credit upon himself and were in keeping with the highest tradition of United States Naval Service.

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Officer In Charge ADDRESS: Navy Environmental and Preventive Medicine Unit-Z, 1887 Powhatan Street, Norfolk, VA 23511-3394		TO: (Awarding Authority) ADDRESS: UIC/RUC: Chief, Bureau of Medicine and Surgery			
COMMAND POC: HMC Jones	PHONE #: 7233865	14. EXP OF ACTIVE DUTY Indefinite IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A			
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIG/NEC/MOS 8432	15. EST. DETACHMENT DATE 16 Jun 97			
3. NAME (Last, First, MI) Powers, Alvin M.		<input checked="" type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) USN	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: NAVFSSO FOOD MGMT TM, 1955 Morris Street, Norfolk, VA 235113495				
5. GRADE/RATE HMC	17. UNIT AT TIME OF ACTION/SERVICE NAVENPVNTMEDU TWO NOR OLK		18. DUTY ASSIGNMENT PREV MED TECH		
6. WARFARE DESIGNATOR FMF	7. UIC/RUC: 63117	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) NA (DEC 1987 -JAN 1991) NA (JUL 1992)			
8. RECOMMENDED AWARD (See instruction #3 on back) NC	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
10. HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED None			
12. ACTION DATE/MERITORIOUS PERIOD October 1993 - November 1996		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Norfolk, Virginia					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR D. M. SACK, CAPT, MC, USN, Commanding Officer		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HER&M RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> 	<input type="checkbox"/>  <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)			DATE:		
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
2. Reviewed and recorded					
By direction					
Gender (Please pencil in)			Race (Please pencil in)		

Navy & Marine Corps Commendation Retirement Summary of Action Sample
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For meritorious service in the superior performance of his duties while serving as a Preventive Medicine Technician assigned to the Navy Environmental and Preventive Medicine Unit No. 2, Norfolk, Virginia, from October 1993 through November 1996. His many accomplishments include:

- Volunteered to be assigned as part of "Operation Joint Endeavor" in Taszar, Hungary during the period of July 1996 to October 1996. He demonstrated superb leadership as the Administrative Officer and Senior Enlisted Leader. Conducted preventive medicine support for over 6000 joint operational forces in five separate bases in the former Republic of Yugoslavia. Working closely with the U.S. Army contingent, he was responsible for much of the transport, adjustment, and task completion of this entire detachment. Set up initial computer capabilities and oversaw repair, operation and e-mail capabilities, which were essential to the mission.
- Took personal, direct action when a spill of over 400 gallons of aviation fuel occurred during the middle of a planned Mass Casualty-ThreatCon Charlie exercise with a U.S. Army contingent in Taszar, Hungary. His quick response enabled the command to make a decision to evacuate personnel from the area and avoid potential fire and injury. Received a Certificate of Appreciation from the 30th Medical Brigade, Headquarters, United States Army, Europe and Seventh Army.
- As the Leading' Chief Petty Officer of Industrial Hygiene (IH) and Environmental Health, he supervised the daily workload and training of ten junior technicians. He provided stability and kept the IH Department running smoothly even under adverse working conditions. He coordinated scheduling and participated in the completion of over 245 IH surveys and instructed 12 formal IH courses to 129 individuals. All were in direct support of the operating forces of the Atlantic Fleet.

Chief Powers' distinctive accomplishments culminated a distinguished career of 25 years of faithful service to our country. Chief Powers' exceptional professional ability, initiative, and loyal dedication to duty reflected great credit upon himself and were in keeping with the highest traditions of the United States Naval Service.

Navy & Marine Corps Commendation Certificate Citation for Retirement of
12 Lines or Less of Text

**D E P A R T M E N T O F T H E
N A V Y**

THIS IS TO CERTIFY THAT
THE SECRETARY OF NAVY HAS AWARDED THE

**N A V Y A N D M A R I N E C O R P S
C O M M E N D A T I O N M E D A L**

TO.

CHIEF HOSPITAL CORPSMAN ALVIN M. POWERS





UNITED STATES NAVY

FOR

For meritorious service in the superior performance of his duties while serving as a Preventive Medicine Technician assigned to the Navy Environmental and Preventive Medicine Unit Number 2, from October 1993 to November 1996. As the Leading Chief Petty Officer of the Industrial Hygiene Department, he consistently performed his demanding duties in an exemplary and highly professional manner. He provided outstanding leadership and selflessly volunteered to support the unit's mission. He volunteered and served on a four-month deployment as the Administrative Officer and senior enlisted leader in support of Operation Joint Endeavor, Tazsar, Hungary. HMC Powers' distinctive accomplishments, unrelenting perseverance and steadfast devotion to duty for twenty-five years, reflected credit upon himself and were in keeping with the highest tradition of the United States Navy.

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Navy Environmental Health Center ADDRESS: 2510 Waiman Avenue, Suite A, Norfolk, VA 23513		TO: (Awarding <i>Authority</i>) ADDRESS: UIC/RUC: Chief, Bureau of Medicine and Surgery 14. EXP OF ACTIVE DUTY Indefinite IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A			
COMMAND POC: HMSC Brown	PHONE #: 658-9785				
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIGN/NEC/MOS 2300		15. EST. DETACHMENT DATE 10 Oct 98		
3. NAME (Last, First, MI) Thompson, Virginia D.		<input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) USN	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: Bureau of Medicine and Surgery, 2300 E. Street NW, Washington DC 20372				
5. GRADE/RATE CDR	17. UNIT AT TIME OF ACTION/SERVICE NAVENVIRHLTHCEN NORFOLK VA		18. DUTY ASSIGNMENT Plans and Operations		
6. WARFARE DESIGNATOR	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) NC (Oct90-Oct93) VM (Jan93-Oct96)			
8. RECOMMENDED AWARD MSM	9. SPECIFIC ACHIEVEMENT				
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> M14					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE			
12. ACTION DATE/MERITORIOUS PERIOD July 96 - Oct 98		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Norfolk, Virginia					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR D. M. SACK, CAPT, MC, USN, Commanding Officer		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			• 1 YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/>    	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)			DATE:		
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
2. Reviewed and recorded					
By direction _____					
Gender (Please pencil in)			Race (Please pencil in)		

Meritorious Service Medal Summary of Action for End of Tour

For outstanding meritorious service as the Deputy Director, Plans and Operations, Navy Environmental Health Center (NEHC), Norfolk, Virginia from July 1996 through October 1998. Commander Thompson continuously anticipated Fleet needs and innovated ways to accomplish the global deployment medical surveillance mission. Her innovations have revolutionized the way Navy Medicine will provide force protection. As a direct result of Commander Thompson's contributions, NEHC was designated as the Program manager for the Navy's Deployment Medical Surveillance mission. Accomplishments included, but was not limited to:

- Was the essential linking pin between NEHC and the field units. In that role she orchestrated and led the efforts of the Navy Environmental and Preventive Medicine Units to support and deploy the Forward Deployed Laboratory teams. She personally supervised the necessary supply and manning for the Forward Deployable Laboratories during Operation Southern Watch. Her insightful guidance and consultation to the Team Leaders was critical to mission success and inspired the outstanding field performance of the deployed teams.
- Conceived and implemented the revolutionary Navy Forward Deployable Preventive Medicine Unit (FD-PMU). Her notion totally reconfigured existing preventive medicine resources and established three FD-PMUs, which were strategically located around the globe. This new platform accomplishes the deployment medical surveillance mission and provides deployed forces with comprehensive preventive medicine support including...
 - a) Establishing a comprehensive and 'detailed "Concept of Operations" which identified deployed billets and backfill requirements for sustained operations.
 - b) Initiating the doctrine development process. Naval Doctrine is essential for Task Force Commanders to most effectively utilize the FD-PMUs. Commander Thompson established an integrated Product Team that will incorporate joint service preventive medicine capabilities and requirements and produce a Naval War Publication.

<p>Meritorious Service Medal Summary of Action for End of Tour Continued</p>
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Commander Thompson's experience, foresight, and hard work will have a significant and positive impact on Navy Medicine for years to come. Her out of the box thinking has revolutionized Navy preventive medicine capabilities. A consummate team player, she continuously provided the impetus to ensure that NEHC's vision maintained course on medical surveillance and preventive medicine operations. She developed Navy Environmental Health Center's organizational and staffing reallocation proposals, which have been adopted and initiated by the command. She masterfully orchestrated an effort that will focus preventive medicine and medical surveillance efforts and best utilize force structure and capabilities. Most importantly, her efforts have significantly enhanced protection of our deployed forces. Through her initiative, relentless drive, and leadership, Commander Thompson has more than earned the privilege and has my strongest recommendation for awarding of the Meritorious Service Medal.

Meritorious Service Medal Citation of 22 lines or less for End of Tour

THE PRESIDENT OF THE UNITED STATES TAKES GREAT PLEASURE IN
PRESENTING THE MERITORIOUS SERVICE MEDAL TO:

**COMMANDER VIRGINIA D. THOMPSON
MEDICAL SERVICE CORPS, UNITED STATES NAVY**

For outstanding meritorious service as the Deputy Director, Plans and Operations, Navy Environmental Health Center, Norfolk, Virginia from July 1996 through October 1998. Commander Thompson's superb management of the Global Deployment Medical Surveillance Mission that supports the Navy Environmental and Preventive Medicine Units and Forward Deployed Laboratory Teams was instrumental in mission success and inspired field performance. She implemented the revolutionary Navy Forward Deployable Preventive Medicine Unit. Her notion totally reconfigured existing preventive medicine resources and established three Navy Forward Deployable Preventive Medicine Units, which were strategically located around the globe. This new platform accomplishes the Deployment Medical Surveillance Mission and provides deployed forces with comprehensive preventive medicine support including Chemical, Biological, Radiologic, and Environmental (CBRE) exposure assessment. This foresighted approach has revolutionized Navy preventive medicine capabilities and will have a significant positive impact on Navy medicine for years to come. Commander Thompson's distinctive accomplishments, superb professionalism, and impressive devotion to duty reflected great credit upon herself and were in keeping with the highest traditions of the United States naval service.

Note: See *Formatting criteria in Chapter 3; the above is submitted as a guide and does not meet the specific font, length, and size required for official submissions.*

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: Navy Drug Screening Laboratory ADDRESS: Navy Drug Screening Laboratory 34425 Farenholt Avenue, San Diego, CA 92134-5298		TO: (Awarding Authority) ADDRESS: UIC/RUC: Chief, Bureau of Medicine and Surgery 14. EXP OF ACTIVE DUTY Indefinite IF RETIREMENT/SEPARATION. NUMBER OF YEARS 22			
COMMAND POC: L. E. Murphy PHONE #: 325-658-9546		15. EST. DETACHMENT DATE 31 Oct 97 <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
1. SOCIAL SECURITY NUMBER 000-00-0000		2. DESIG/NEC/MOS 8404/8425			
3. NAME (Last, First, MI) Knight, Freeman Z.		19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED <i>(exclude Purple Heart and Combat Action Ribbon)</i> Armed Forces Expeditionary Medal Nov 88 Southwest Asia Service Medal W/2 Stars 2 Jul 89 - 1 Apr 90			
4. COMPONENT (USN, USMC, etc) USN				16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: 1632 Brenner Way, San Diego, CA 92114	
5. GRADE/RATE E8/HMCS				17. UNIT AT TIME OF ACTION/SERVICE NAVDRUGLAB San Diego, CA	
6. WARFARE DESIGNATOR FMF				7. UIC/RUC: 68853	
8. RECOMMENDED AWARD <i>(See instruction #3 on back)</i> MM		9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> <input checked="" type="checkbox"/> NO			
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> 		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE 21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First				12. ACTION DATE/MERITORIOUS PERIOD 22 Aug 94 - 31 Oct 97	
13. GEOGRAPHIC AREA OF ACTION/SERVICE San Diego, CA				22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record	
NAME, GRADE, TITLE OF ORIGINATOR Edward C. Jones, CDR, MSC, USN		SIGNATURE _____ DATE _____			
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND <i>(To be completed by originator)</i>	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	D. M. SACK, CAPT, MC, USN Commanding Officer Navy Environmental Health Center	MSM	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
2	BUMED Washington, DC	MSM	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM) 1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 2. Reviewed and recorded			DATE: _____ By direction _____		
Gender (Please pencil in)			Race (Please pencil in)		

Meritorious Service Medal Summary of Action for Retirement

For outstanding meritorious service while serving as the Command Senior Chief and Director, Administrative Services, Navy Drug Screening Laboratory San Diego, from August 1994 to October 1997. Throughout this period, Senior Chief Knight demonstrated professionalism, sound leadership, and outstanding organizational skills. His singularly superb performance has had a direct positive impact on military readiness and transformation of this Laboratory into the flagship DOD Laboratory, and this, at a time of significant growth due to the closure of NDSL Oakland and the **transfer** of its entire workload to this command. Highlights of his accomplishments are:

- Released results of more than 10 million consecutive tests on samples submitted by more than 1000 Navy and Marine Corps commands without reporting a false positive. Masterfully coordinated the efforts of clerical and technical personnel to effect an average turn around time of less than 3 days, a record still unsurpassed in the DOD Drug Program.
- Designed, managed and coordinated the expeditious construction of DOD's only full time research and development laboratory within a drug testing lab. Known as the San Diego Methods Development Laboratory, the 1054 sq. ft. lab is now in full operation and making a significant impact in the drug testing world.
- Single-handedly managed 6 other renovation projects costing over \$300K that netted over 850K sq. ft. additional laboratory and office spaces. Coordinated efforts of all 80 lab personnel with work schedules of construction crews so that there was no loss in productivity and security was not compromised. One of these projects created a 500 sq. ft. shed that houses the urine bottle disposal machines. Senior Chief Freeman tactfully persuaded the Navy's own Sea Bees to take on the project saving the command more than \$60K in the process.
- Led the Administrative Department's many hours of planning, testing, and successful implementation of the U.S. Army Laboratory Information Management Systems (LIMS). 'This LIMS is the first to be installed in a Navy Drug Lab and a major change in the management of test data and reporting of test data results.

<p>Meritorious Service Medal Summary of Action for Retirement Continued</p>
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- Planned and executed a flawless transition period as the command absorbed 100% increase in workload resulting from NDSL **Oakland's** closure. This includes hiring of 25 additional personnel, transfer of supplies and critical testing instrumentations and the “forensic” transfer of more than 2,400 confirmed positive samples and all legal documentation of more than 800K samples.
- Served responsibly and professionally as the command liaison with Navy and Marine Corps units resolving issues, providing answers to questions, promoting awareness of drug abuse and always focusing on improved customer service.

Senior Chief Knight's professionalism, dynamic leadership, and commitment to excellence are self-evident and through his efforts, the Navy Drug Program is well positioned to move into the 21st century. He has been an asset to this command and has contributed directly to the fleet's mission, culminating a loyal and distinctive career of 29 years and 9 months. It is a sincere pleasure to enthusiastically recommend the Meritorious Service Medal for his performance that will have a lasting impact upon this command and the Navy Drug Program.

Meritorious Service Medal Citation of 22 lines or less for Retirement
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THE PRESIDENT OF THE UNITED STATES TAKES GREAT PLEASURE
IN PRESENTING THE MERITORIOUS SERVICE MEDAL TO:

**SENIOR CHIEF HOSPITAL CORPSMAN FREEMAN Z. KNIGHT
UNITED STATES NAVY**

FOR SERVICE AS SET FORTH IN THE FOLLOWING
CITATION:

For outstanding meritorious service while serving as the Command Senior Chief and Director of Administrative Services, Navy Drug Screening Laboratory San Diego, California, from August 1994 through October 1997. Senior Chief Knight brought to the Navy Drug Program a wealth of operational and managerial expertise and displayed exceptional levels of leadership required by the extraordinary circumstances of the past three years. In an era of increasing regulation, increasing awareness of drug problems, downsizing of the department of defense, he was instrumental in building a strong and vibrant drug testing laboratory poised to move in the 21st century. As a result of his efforts, navy drug screening laboratory, San Diego became the premier DOD drug testing laboratory establishing new and higher levels of standards for its efficiency, operational cost effectiveness, responsive support to the fleet and the legal community and most of all, high quality and totally defensible testing results. His singularly superb performance has had a direct impact on military readiness of the Navy and the Marine Corps. By his outstanding leadership and inspiring dedication to duty, senior chief knight reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Commanding Officer, Navy Environmental Health Center ADDRESS: 2510 Walmer Avenue, Suite A, Norfolk, VA 23513		To: (Awarding Authority) ADDRESS: UIC/RUC: Chief of Naval Operations			
COMMAND POC: CMC Brown	PHONE #: 953-1234	14. EXP OF ACTIVE DUTY Indefinite IF RETIREMENT/SEPARATION, NUMBER OF YEARS 27			
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIGN/NEC/MOS 2300	15. EST. DETACHMENT DATE 3 Aug 98			
3. NAME (Last, First, MI) Gary, Nathan E.		<input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
4. COMPONENT (USN, USMC, etc) USN	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS: 3223 Harmony Lane, Chesapeake, VA 23322				
5. GRADE&ATE CAPT	17. UNIT AT TIME OF ACTION/SERVICE Navy Environmental Health Center, Norfolk, VA		18. DUTY ASSIGNMENT Environmental Programs		
6. WARFARE DESIGNATOR	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) MM (Apr92-Nov94) NA (Oct78-Jun 81)			
8. RECOMMENDED AWARD (See instruction X301 back) LOM	9. SPECIFIC ACHIEVEMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE			
12. ACTION DATE/MERITORIOUS PERIOD November 1994 -November 1998		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
13. GEOGRAPHIC AREA OF ACTION/SERVICE					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR D. M. SACK, CAPT, MC, USN, Commanding Officer		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1	BUMED WASHINGTON DC	LOM	c1 YES <input checked="" type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)				DATE:	
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A					
2. Reviewed and recorded					
By direction					
Gender (Please pencil in)			Race (Please pencil in)		

Legion of Merit Summary of Action Sample

For exceptionally meritorious conduct in the performance of outstanding service as Director for Environmental Programs, Navy Environmental Health Center, Norfolk, Virginia, **from** November 1994 to November 1998. Captain Gary's unique vision, seasoned leadership style, and expansive professional knowledge are directly responsible for establishing a multi-disciplinary team regarded as the Navy's definitive authority on issues of health risk assessment, medical issues related to environmental restoration, and risk communication. His significant accomplishments include:

- Fulfilled an OPNAV requirement to establish an organization to provide **health**-related scientific support to installation restoration (Super-fund) and Base Realignment and Closure programs. Drawing upon his 20 plus years of experience with...
- Initiated a program of instruction that focuses on risk assessment methodology, health and safety planning and risk communication. These units of instruction have proved to be so effective that they have been adopted as part of the Civil Engineering Course curriculum and are required training for remedial project managers.
- Worked with the Army Environmental Hygiene Agency and world-renowned authority on the subject Dr. Vincent Covello to develop risk communications training for the Navy and Air Force.
- Developed a close working relationship with the Agency for Toxic Substances and Disease Registry, an agency of the U. S. Public Health Service charged with conducting health assessments at . . .
- Responsible for saving the Navy approximately \$500 thousand by stepping in and providing on-site assistance to...
- Volunteered his operational background and experience and has been assigned as this command's Plans, Operations and Medical Intelligence **Officer**. He has worked with . . .

A consummate senior environmental health administrator and visionary leader, Captain Gary has provided the necessary foundation for the continued improvement of environmental health quality for years to come. By his outstanding leadership, commendable innovation, and inspiring dedication to duty, Captain Gary reflected great credit upon himself and upheld the highest traditions of the United States Naval Service. This award **culminates** 27 years of dedicated and honorable naval service.

Legion of Merit Citation of 22 lines or less Sample

THE PRESIDENT OF THE UNITED STATES TAKES PLEASURE IN
PRESENTING THE LEGION OF MERIT TO:

**CAPTAIN NATHAN E. GARY
MEDICAL SERVICE CORPS
UNITED STATES NAVY**

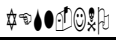
FOR SERVICE AS SET FORTH IN THE FOLLOWING
CITATION:

“For exceptionally meritorious conduct in the performance of outstanding service as director for Environmental Programs, Navy Environmental Health Center from November 1994 through November 1998. Captain Gary’s unique vision, seasoned leadership style, and expansive professional knowledge are directly responsible for establishing a multi-disciplinary team regarded as the navy’s definitive authority on issues of health risk assessment, medical issues related to environmental restoration and risk communication. He established an organization to provide health-related scientific support to installation restoration (super-fund) and base realignment and closure programs. His directorate was providing its first deliverables in less than nine months, a remarkable and singularly impressive achievement considering the complexity of the superfund program and the close coordination required when dealing with several diverse navy communities. Captain Gary spearheaded a tri-service initiative in risk communication training that was commended by many DOD organizations. His distinctive accomplishments culminated a distinguished career of 27 years of leadership, commendable innovation, and inspiring dedication to duty, Captain Gary reflected great credit upon himself and upheld the highest traditions of the United States Naval Service.”

*Note: See **Formatting** criteria in Chapter 3; the above is submitted as a guide and does not meet the specific font, length, and size required for official submissions.*

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

PERSONAL AWARD RECOMMENDATION

FROM: Commanding Officer, Navy Environmental Health Center ADDRESS: Navy Environmental Health Center 2510 Walmer Avenue, Suite A, Norfolk, VA 23513-2617		TO: (Awarding Authority) ADDRESS: UIC/RUC: 68546 Chief, Bureau of Medicine and Surgery	
COMMAND POC: Doris Jones		PHONE #: 658-9852	
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIGN/NEC/MOS	14. EXP OF ACTIVE DUTY N/A IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A	
3. NAME (Last, First, MI) Adams, Claire V.		15. EST. DETACHMENT DATE" N/A <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE	
4. COMPONENT (USN, USMC, etc) GS	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS		
5. GRADE/RATE GS-12	17. UNIT AT TIME OF ACTION/SERVICE Navy Environmental Health Center, Norfolk, VA		18. DUTY ASSIGNMENT Industrial Hygiene
6. WARFARE DESIGNATOR N/A	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon) Superior Achievement 1972, 1975, 1983 COQ 1978 C O Y 1 9 8 0	
8. RECOMMENDED AWARD (See instruction #3 on back) NSCSA	9. SPECIFIC ACHIEVEMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
10. <input type="checkbox"/> HEROIC <input checked="" type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> MIA			
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE	
12. ACTION DATE/MERITORIOUS PERIOD June 1995 - September 2000		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None	
13. GEOGRAPHIC AREA OF ACTION/SERVICE Hampton Roads			
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record			
NAME, GRADE, TITLE OF ORIGINATOR G. A. Harris, CDR, MSC, USN		SIGNATURE DATE	
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)			
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"
1	D. M. Sack, CAPT, MC, USN Commanding Officer Navy Environmental Health Center	NSCSA	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
2			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
3			<input type="checkbox"/> YES <input type="checkbox"/> NO
24. TO BE COMPLETED BY AWARDING AUTHORITY			
DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE
	<input type="checkbox"/> 	<input type="checkbox"/> YES <input type="checkbox"/> NO	DATE APPROVED
FOR USE OF NDBDM ONLY			
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM)		DATE:	
1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
2. Reviewed and recorded			
By direction _____			
Gender (Please pencil in)		Race (Please pencil in)	

Navy Superior Civilian Service Award Resume Sample

RESUME:

- (1) Employee's name, job title, and grade: Mrs. Claire Adams, Public Health Educator, GS-12

- (2) Description of employee's current job responsibilities:

Responsible for various Navy health education programs. Provides guidance to health education administrative matters, personnel manning, training tools, presentations, resources and program management.

- (3) Summary of Federal and non-Federal employment:

JUN 1970 - SEP 1976:	Veterans Administration Hospital, Santa Fe, New Mexico
NOV 1976 -JAN 1983:	William Beaumont Army Medical Center, El Paso, TX
MAR 1984 -JAN 1983:	Naval Medical Center, Portsmouth, VA
JAN 1995 -	Navy Environmental Health Center, Norfolk, VA

- (4) Education: B.S. Nursing, Oregon State University
 M.S. Health Care Administration, University at Texas El Paso, TX

- (5) Published papers, articles or books, inventions, participation in professional and civic organizations, if any:

List appropriately

- (6) Awards received, including date and amount, if any:

Superior Achievement Award 1972, VA Hospital, Santa Fe, NM
 Superior Achievement Awards 1975, VA Hospital, Santa Fe, NM
 Civilian Nurse of the Quarter 1978, WBAMC, El Paso, TX
 Civilian Nurse of the Year 1980, WBAMC, El Paso, TX
 Superior Achievement Award 1983, WBAMC, El Paso, TX
 Performance Awards and Quality Salary Increases granted in 1972, 1977, 1980, 1985, and 1989.
 Merit pay and PMRS awards granted in 1985, 1986, 1987, 1988, and 1991.

Navy Superior Civilian Service Award Narrative Summary Sample

NARRATIVES - Y :

(1) Area(s) of achievements upon which the nomination is based:

Positively enhanced the Health Promotion Directorate programs through her understanding and full support of the "Total Quality Leadership" process. By obtaining a spirit of "ownership", her efforts resulted in successful outcomes, particularly in the area of program management, where she identified minimal resource requirements for Health Promotion program areas.

Initiated and formulated the necessary equipment research to procure state of the art computer software and hardware. As a result of her efforts, equipment has been bought and leased which has greatly enhanced the Navy Environmental Health Center public health education programs provided.

Spearheaded the development of Clinical Instructor role. She was the role model and mentor for ten newly assigned Clinical Instructors. Her input continues to guide the current 20 member Clinical Instructor Network.

Reorganized echelon 4 activities training methods identified the critical need for increased personnel resources to meet the needs of our customers in a more timely manner.

Provided guidance, direction, insight, and coordination in preparing for two Inspector General Inspections and one Joint Commission on Accreditation Of Health Care Organizations Survey, all of which were successful.

Provided direction in the development and implementation of an administrative domain of Navy Environmental Health Center's public health education. Her foresight has set the benchmark for others, and given the Health Promotion Directorate a model of practice, which will enable Navy Health Promotion programs to meet the unique challenges of the 21st century.

<p>Navy Superior Civilian Service Award Narrative Summary Sample Continued</p>
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- (2) Scope of importance of mission, function, service, or task affected:

Increased access to customers, implementation of new equipment and public health education methods, which have greatly enhanced health promotion services provided at the Navy Environmental Health Center.

- (3) Extent of ingenuity, innovation, or dedication demonstrating initiatives, which exceeded job responsibilities:

Dedicated numerous hours devoted to equipment research, new product implementation, public health education method changes for health promotion support services.

- (4) Results achieved, including benefits to the government and impact on the organization:

Access to customers has been increased by 30 percent. Fiscal resources have been flawlessly managed The latest techniques in providing modern education methods.

<p>Navy Superior Civilian Service Award Narrative Summary Sample Continued</p>
--

- (2) Scope of importance of mission, function, service, or task affected:

Increased access to customers, implementation of new equipment and public health education methods, which have greatly enhanced health promotion services provided at the Navy Environmental Health Center.

- (3) Extent of ingenuity, innovation, or dedication demonstrating initiatives, which exceeded job responsibilities:

Dedicated numerous hours devoted to equipment research, new product implementation, public health education method changes for health promotion support services.

- (4) Results achieved, including benefits to the government and impact on the organization:

Access to customers has been increased by 30 percent. Fiscal resources have been flawlessly managed. The latest techniques in providing modem education methods.

Navy Superior Civilian Service Award Citation Sample

The Secretary of the Navy takes pleasure in presenting
THE NAVY SUPERIOR CIVILIAN SERVICE AWARD TO

CLAIRE ADAMS
PUBLIC HEALTH EDUCATOR

For services as set forth in the following

CITATION:

“For outstanding superior civilian service as a Public Health Educator at the Navy Environmental Health Center, Norfolk, Virginia from June 1995 through September 2000. Mrs. Adam’s superior leadership, insight, organizational skills, and clinical expertise were essential to the successful accomplishment of the diverse missions of the command. Concerned for personnel development, she continually guided the advancement of public health education tools and methods through direct expert coordination, and provision of growth opportunities. Her foresight has provided the foundation to take health promotion services at Navy Environmental Health Center, Norfolk into the year 2000, while instilling the Navy’s “Core Values” throughout the entire Command. The **culmination** of her efforts has significantly improved the public health education program for the Navy. Mrs. Adams’s exceptional professional ability, initiative, and total dedication reflected great credit upon herself and were in keeping with the highest traditions of the United States Naval Service.”

PERSONAL AWARD RECOMMENDATION

ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED.
COMPLETE MAILING ADDRESSES ARE REQUIRED

FROM: ADDRESS: Navy Environmental Health Center 2510 Walmer Avenue, Suite A, Norfolk, VA 23513-2617		TO: (Awarding Authority) ADDRESS: UIC/RUC: Commanding Officer, Navy Environmental Health Center, Norfolk, Virginia 14 EXP OF ACTIVE DUTY N/A IF RETIREMENT/SEPARATION, NUMBER OF YEARS N/A			
COMMAND POC: HMCM Browne	PHONE #: 956-7863	15. EST. DETACHMENT DATE N/A <input type="checkbox"/> RETIREMENT <input type="checkbox"/> TRANSFER <input type="checkbox"/> TERMINAL LEAVE			
1. SOCIAL SECURITY NUMBER 000-00-0000	2. DESIG/NEC/MOS				
3. NAME (Last, First, MI) Parker, Thomas D.					
4. COMPONENT (USN, USMC, etc) GS	16. NEW DUTY STATION (Home address if separation anticipated) ADDRESS:				
5. GRADE/RATE GS-13	17. UNIT AT TIME OF ACTION/SERVICE NAVENVIRHLTHCEN, NORFOLK, VA		18. DUTY ASSIGNMENT Deputy Comptroller		
6. WARFARE DESIGNATOR	7. UIC/RUC: 68546	19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Rib&on) SA 1974 QSI 1968, 1979, 1980 MERIT PAY/PMRS 1985, 1986, 1987, 1988, 1991			
8. RECOMMENDED AWARD (See instruction #3 on back) NDCSA	9. SPECIFIC ACHIEVEMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
10. <input type="checkbox"/> HEROIC <input type="checkbox"/> MERITORIOUS <input type="checkbox"/> HEROIC POSTHUMOUS <input type="checkbox"/> MERITORIOUS POSTHUMOUS <input type="checkbox"/> ML4					
11. NUMBER OF AWARD OF RECOMMENDED MEDAL First		20. PERSONAL AWARD RECOMMENDED-NOT YET APPROVED NONE			
12. ACTION DATE/MERITORIOUS PERIOD May 1968 - September 2000		21. OTHER PERSONNEL BEING RECOMMENDED FOR SAME ACTION None			
13. GEOGRAPHIC AREA OF ACTION/SERVICE Hampton Roads					
22. I certify that the facts contained in the summary of action are <input type="checkbox"/> known to me <input type="checkbox"/> a matter of record					
NAME, GRADE, TITLE OF ORIGINATOR D. M. SACK, CAPT, MC, USN, Commanding Officer		SIGNATURE	DATE		
23. FORWARDING ENDORSEMENTS BY VIA ADDRESSE(S). (Attach additional sheets only as necessary)					
VIA	COMMAND (To be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE FWD
1			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
2			<input type="checkbox"/> YES <input type="checkbox"/> NO		
3			<input type="checkbox"/> YES <input type="checkbox"/> NO		
24. TO BE COMPLETED BY AWARDING AUTHORITY					
DISPOSITION OF BASIC RECOMMENDATION		COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE APPROVED
		<input type="checkbox"/> I YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR USE OF NDBDM ONLY					
FROM: SECNAV (NDBDM) TO: CNO (NO9B33) CMC (CODE MHM) 1. Extraordinary heroism recommended <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 2. Reviewed and recorded				DATE: By direction _____	
Gender (Please pencil in)			Race (Please pencil in)		

Navy Distinguished Civilian Service Award Resume Sample

RESUME:

- (1) Employee's name, job title, and grade: Mr. Thomas D. Parker, Deputy Comptroller, GS- 13

- (2) Description of employee's current job responsibilities:

Provides direction and oversight in executing a five billion dollar annual budget.

- (3) Summary of Federal and non-Federal employment:

Feb 1967 - May 1968: Financial Manager, Naval Ship Engineering Center, Norfolk, Division.

May 1968 -Present: Deputy Comptroller, NAVENVIRHLTHCEN, Norfolk, VA.

- (4) Education: B.S. Business Management
M.S. Financial Management

- (5) Published papers, articles or books, inventions, participation in professional and civic organizations, if any:

"Management's Responsibility with Defense Spending" published 1974 in Defense Logistics Publication

"Defense Accounting Procedure" published 1977 in Defense Logistics Publication

- (6) Awards received, including date and amount, if any:

Special Achievement Award in 1974 by Commander in Chief, U.S. Atlantic Fleet
Performance Awards and Quality Salary Increases granted in 1968, 1979, and 1980
Merit Pay and PMRS awards granted in 1985, 1986, 1987, 1988 and 1991

Navy Distinguished Civilian Service Award Narrative Summary Sample

NARRATIVE SUMMARY:

(1) Area(s) of achievements upon which the nomination is based:

Served as Deputy Comptroller for NAVENVIRHLTHCEN, providing flawless direction and oversight in executing a five billion dollar annual budget. His financial management technique is masterful and his contribution to the command's mission and readiness is enormous.

(2) Scope of importance of mission, function, service, or task **affected**:

Initiated comprehensive obligation validation reviews for all maintenance contracts and material requisitions. This reduced unliquidated obligations by \$50 million dollars, which, was reapplied to other critical program requirements.

Gaining **BUMED** support, and ultimately implementing revised procedures for approving emergent facility repairs, new procedures were initiated which gave Directors on site final approval authority for emergent repairs. Administrative requirements and lead-time were reduced dramatically with corresponding increase in maintenance responsiveness.

Assumed responsibility for **BUMED's** major claimant POM submission and the biennial budget submission. NAVENVIRHLTHCEN submissions are routinely first to arrive in **BUMED** and are **frequently** cited for quality.

Responsible for planning and executing the final consolidation of medical activities in NAVENVIRHLTHCEN's financial information processing command network. With this, NAVENVIRHLTHCEN became the first command to conform to the Navy's master plan for accounting support. Recognizing this accomplishment, NAVCOMPT selected NAVENVIRHLTHCEN as one of the prototype sites for the Navy's Standard Integrated Disbursing and Accounting System.

<p style="text-align: center;">Navy Distinguished Civilian Service Award Narrative Summary Sample Continued</p>

Developed new strategies for analyzing late payment reports and managing command efforts to reduce interest charges to commercial vendors, ensuring compliance with provisions of the Prompt Payment Act. During the period of 1984 through 1988, NAVENVIRHLTHCEN reduced interest payments by 90 percent. Interest attributable to the geographical Authorization Accounting Activity was zero in FY-88, which is unprecedented for a major Navy disbursing command.

Coordinated development and acceptance of NAVENVIRHLTHCEN Budget System, which serves as the automated major claimant interface with the Navy Headquarters Budget System. One important feature of this system is that it operates from a single integrated database, which is accessible down to the activity level and capable of producing all major budget exhibits. Accuracy has increased and time/labor savings are immense. The system was delivered one year ahead of schedule and is being exported to most large major O&M claimants.

(3) Extent of ingenuity, innovation, or dedication demonstrating initiatives, which exceeded job responsibilities:

Unprecedented as documented above. Ingenuity demonstrated throughout entire tenure while Deputy Comptroller. Continually found innovative ways to manage ever-decreasing fiscal resources. Demonstrated mastery of project **implementation**, which normally exceeded responsibilities and scope of job. Demonstrated uncommon dedication and performed at level not normally seen.

(4) Results achieved, including benefits to the government and impact on the organization:

Numerous benefits which include a savings in excess of over \$600 million dollars, NAVENVIRHLTHCEN's administrative and command mission readiness greatly enhanced, new program development implemented without increased funding, flawless resource management achieved without incident, and resource milestones for NAVENVIRHLTHCEN resulted in many Navy firsts dealings with resource management.

Navy Distinguished Civilian Service Award Citation Sample

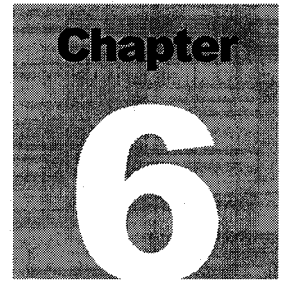
The Secretary of the Navy takes pleasure in presenting
THE NAVY DISTINGUISHED CIVILIAN SERVICE AWARD TO

THOMAS D. PARKER
DEPUTYCOMPTROLLER

For services as set forth in the following

CITATION:

“For outstanding distinguished civilian service as JOB TITLE, Navy Environmental Health Center, Norfolk, Virginia from May 1968 through September 2000. Mr. Parker’s exceptional leadership, initiative, and professional skills have ensured the success of a multitude of financial and accounting initiatives and greatly enhanced command and mission readiness. Mr. Parker has been a creative force in developing realistic, practical, and useful financial systems. Through his persistent efforts, NAVENVIRHLTHCEN is **successfully** prototyping Navy standard systems in accounting, budgeting, and forecasting and cost performance evaluations. Mr. Parker’s distinctive accomplishments, superb professionalism, and loyal devotion reflected great credit upon himself and are in keeping with the highest traditions of the United States Naval Service.



Workshop Awards

General Information

HINTS

- ✓ **Plan Ahead**
 - ✓ **Visit NAVENVIRHLTHCEN Website**
 - ✓ **Know your submission deadlines.**
-

This chapter provides information and policy regarding the writing, submission, **administration**, and format for the Navy Occupational Health and Preventive Medicine Workshop Awards. The Navy Environmental Health Center (NAVENVIRHLTHCEN) on behalf of Chief, Bureau of Medicine and Surgery, recognizes the abilities and accomplishments of many Outstanding occupational health and preventive professionals each year through the Navy Occupational and Preventive Medicine Workshop Awards Program.

The Navy-wide competitive awards are the **RADM Charles S. Stephenson, CAPT Ernest W. Brown, and HMCM Stephen W. Brown awards.**

Commands are to be nominated for the **NAVENVIRHLTHCEN Award for Command Excellence in Health Promotion.**

There is one award for which formal nominations are not taken. This is the non-competitive **Commanding Officer's Award.** The recipient of this award is chosen at large by the Commanding Officer, Navy Environmental Health Center for outstanding support of Navy Occupational Health and Preventive Medicine.

Considerations

Colleagues and/or commands may nominate any deserving individual for the competitive awards. There are many individuals who consistently do outstanding work in their respective fields and are never publicly recognized for their efforts. This is an opportunity to recognize these outstanding performers. All nominations will be considered. Award winners are chosen by an Awards Selection Committee convened by Navy Environmental Health Center.

Submissions

An individual or command may submit only **ONE** nomination for each award. Only individuals (active duty or civil service) are considered for the **RADM Charles S. Stephenson, CAPT Ernest W. Brown, and HMCM Stephen W. Brown awards.** Commands may submit nomination for the **NAVENVIRHLTHCEN Health Promotion Excellence Award.**

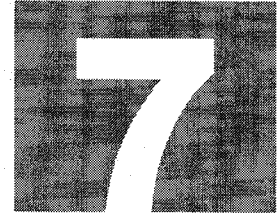
Information on deadline submission for nomination packages and points of contact will be posted on **NAVENVIRHLTHCEN Website** each year.

All nomination packages will be typed. Information contained in the package will only cover the nominee's performance within a one-year period. This one-year period will be posted on the **Website** each year.

- **Narrative Preparation:** The narrative is the most important part of the nomination. The narrative explains why the person or command should be recognized. Only information, which appears in the write-up, is considered. Single-spaces "bullets" are acceptable. **THE NARRATIVE IS LIMITED TO A MAXIMUM OF TWO PAGES.**
- **Points to Consider:**
 - Clear and specific information that puts the nominee "head and shoulders" above his or her peers. Special, unique and/or contributory information about the nominee and his or her actions are significant.
 - Outcome or end results from the nominee's actions and the importance/significance of this outcome/result. Projects underway are important, but are not nearly as impressive as projects completed. Some actions may be considered relatively routine, but their value, for nomination purposes, was that they were accomplished under unusual hardships or conditions (i.e., short fuse, limited resources, units/commanders skeptical or unreceptive to advice, etc.). Specifics of the difficulties and what was done to overcome them should be described.
 - Specifics on the nominee breaking new ground, identifying the new needs and problems and finding solutions to them or referring them to appropriate authority for solution.
 - Quantification, whenever possible, of the nominee's actions/productivity.
 - Clear cut, discrete contributions, which will last after the nominee moves on to his or her next duty assignment. For example, writing a procedures manual or technical guide where previously there was none, especially if it is adopted Navy-wide, or introducing a new way of change. Identifying a new group of customers, previously recognized (and unassisted), and tying them into the system.
 - Performance in a field setting relative to the nominee's peer's performance.
 - **DO NOT INCLUDE:**
 - Comments on travel, assists to other commands, and TAD activities, which are considered part of normal duties.
 - Actions, which have resulted in recognition (e.g., an award, letter, etc.) for routine contributions (e.g., a form letter of recognition given to several individual of a command).
 - Action in the field or operational setting where just serving there is not an automatic indication of superior performance.

Awards Ceremonies & Presentations

The awards are presented at the Navy Occupational Health and Preventive Medicine Workshop during Opening Session, where the award finalists are seated with other distinguished guests and invited speakers.



Workshop **Competitive** Awards

Navy Environmental Health Center Award for Command Excellence in Health Promotion

HINTS

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This award, established in 1995, recognizes a command for excellence in Health Promotion. Nominations are encouraged from Navy and Marine Corps commands that have comprehensive population-based, health promotion programs.

Eligibility Requirements Navy and Marine Corps Health promotion programs are eligible for this award. The Navy Environmental Health Center Award for Command Excellence in Health Promotion is presented at 3 levels:

- Bronze Anchor Award
- Silver Eagle Award
- Gold Star Award

Command Nominations: To nominate a command for this award, complete the following steps:

- Select the award level for which the activity is applying.
- Complete the nomination package. Provide evidence of activity compliance with the award nomination criteria.
- Submit the completed nomination package postmarked no later than the specified deadline for the award year with a cover letter signed by the activity's **Commanding Officer, to the Navy Environmental Health Center, Attention: Health Promotion and Medical Management Directorate, 2510 Walmer Avenue, Norfolk, Virginia 235 13-2617.**
- For the complete awards package submission criteria please see the Navy Environmental Health Center homepage: www-nehc.med.navy.mil.

The Captain Ernest W. Brown Award for Excellence in Occupational Health

HINTS

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This award is presented in memory of the late Captain Ernest "E. W". Brown, a developer of early Navy submarine and occupational medicine. He was the Senior Medical Officer of the American Submarine Detachment in European waters during World War I. Later, as Industrial Hygiene Medical Officer at the Philadelphia Naval Shipyard, he performed extensive studies on lead poisoning. He was a renowned researcher in the field of biochemical warfare, submarine medicine, and occupational medicine. In 1941, he successfully implemented the ambitious industrial hygiene and occupational medicine program, which served as the forerunner of our Navy program today. This award established in 1986, recognizes an individual for excellence in his or her contributions to the Navy Occupational Health Program.

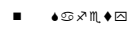
Eligibility Requirements: Civilian and Military Physicians, Industrial Hygienists, Radiation Health Officers, Audiologists, Nurses, Analytical Biochemists, Environmental Health Officers, Entomologists, Preventive Medicine Technicians and other Hospital Corpsmen who are involved in occupational health and preventive medicine services ashore and afloat are eligible for these awards. Previous winners ARE eligible. Personnel assigned to Marine Corps units ARE eligible for this award. The contributions of each nominee should include, but are not limited to:

- Technical improvement of potential use Navy-wide.
- Creative management to maximize use of equipment, personnel, or funds.
- An infective persistence and "can-do" attitude that readily spreads throughout the staff.
- Significant improvements in occupational health and preventive medicine programs.

These contributions may be in one or more of the following specialty areas, including but not limited to:

- Asbestos Control
- Hearing Conservation
- HAZMAT Control
- Heat Stress

. Industrial Hygiene |



■ Respiratory Protection

■ Audiology |

■ Medical Surveillance |

■ Radiation Health |

. Analytical Laboratory Support

The Rear Admiral Charles S. Stephenson Award for Excellence in Preventive Medicine

HINTS

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This award is presented in memory of the late Rear Admiral Charles S. Stephenson, who played a major role in the development of the Navy Preventive Medicine Program during World War II. He was instrumental in the creation of the Expeditionary Epidemiology Units (forerunners of Navy Environmental and Preventive Medicine Units) and in the development of occupational health war plans. He organized and directed the U.S. Typhus Commission medals. This award, established in 1986, recognizes an individual for excellence in his or her contributions to the Navy's Preventive Medicine Program.

Eligibility Requirements: Civilian and Military Physicians, Industrial Hygienists, Radiation Health Officers, Audiologists, Nurses, Analytical Biochemists, Environmental Health Officers, Entomologists, Preventive Medicine Technicians and other Hospital Corpsmen who are involved in occupational health and preventive medicine services ashore and afloat are eligible for these awards. Previous winners ARE eligible. Personnel assigned to Marine Corps units ARE eligible. Nomination packages are available on the NAVENVIRHLTHCEN website www.nehc.med.naw.mil

- Technical improvement of potential use Navy-wide.
- Creative management to maximize use of equipment, personnel, or funds.
- An infective persistence and "can-do" attitude that readily spreads throughout the staff.
- Significant improvements in occupational health and preventive medicine programs.

These contributions may be in one or more of the following specialty areas, including but not limited to:

- Food Service Sanitation
- Analytical laboratory support
- Vector/Pest Control
- Communicable Disease
- Habitability
- Field Sanitation.

The HMCM Stephen W. Brown Award for Preventive Medicine Technician of the Year

HINTS

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The Master Chief Hospital Corpsman Stephen W. Brown Award is presented in memory of this Preventive Medicine Technician who served the Navy with distinction in many capacities from 1952-1986. Among his many assignments included: Director, Hospital Corps Division, Bureau of Medicine and Surgery (first enlisted division director) and Master Chief Petty Officer of the Force, Navy medical Department.

The HMCM Stephen W. Brown Preventive Medicine Technician of the Year Award, established in 1989, recognizes an individual Preventive Medicine Technician (PMT) for his or her sustained professional excellence and significant contributions to the Navy and Marine Corps Occupational Health and Preventive Medicine Programs.

Eligibility Requirements Each Commanding Officer or Officer in Charge may nominate one PMT (HM-8432) in paygrades E-6 and below whom, through his or her exceptional contributions in any area of occupational health/preventive medicine, has significantly contributed to the improved readiness of the operating forces or shore establishment. Nominees must hold the primary NEC of and be detailed as a Preventive Medicine Technician (HM-8432). Previous winners of the HMCM Stephen W. Brown Award for PMT of the Year may submit one "at large" nominations in addition to, or in lieu of, any command or unit nominations. All PMT's (E-6 and below) currently serving on active duty ashore or afloat and who have served for the duration of the award period in a PMT (HM-8432) billet. Personnel assigned to Marine Corps units and previous winners ARE eligible.

AWARDS NOMINATION PACKAGE

XXTH NAVY OCCUPATIONAL HEALTH & PREVENTIVE MEDICINE WORKSHOP XXXX AWARDS PROGRAM NAVY ENVIRONMENTAL HEALTH CENTER

**THE INDIVIDUAL/COMMAND LISTED BELOW IS BEING NOMINATED FOR THE
FOLLOWING AWARD: (check one)**

- ☐ **NEHC HEALTH PROMOTION AWARD**
- ☐ **CAPT ERNEST W. BROWN AWARD**
- ☐ **RADM CHARLES S. STEPHENSON AWARD**
- ☐ **HMCM STEPHEN W. BROWN AWARD**

COMMAND'S DEMOGRAPHIC INFORMATION

Name (Last, First MI): _____

Social Security Number: _____ **NEC/NOBC:** _____

Rate/Rank: _____ **Corp:** _____ **Branch of Service:** _____

Job Title: _____

Present Command: _____

Commanding Mailing Address

PLAD: _____

Telephone Numbers:

DSN: _____ **COMM:** _____ **FAX:** _____

E-Mail: _____

SAMPLE BIOGRAPHY

Senior Chief Hospital Corpsman
(Surface Warfare)
EYE M. SMART
United States Navy

Senior Chief Smart was born in **Bainbridge**, Maryland. He entered the Navy on 15 February 1977.

After completing boot camp and Hospital Corps "A" School in July 1977, he reported to Naval Hospital Somewhere, Texas.

In 1981, he completed Preventive Medicine Technician School (Class 18), and reported for duty aboard the USS ALWAYS GONE (CVA 60), which was homeported in San Diego, California. Subsequently, he has served at Naval Hospital Anywhere, the USS ADMIRAL (AS02)), before attending Field Medical Service School, Camp Lejeune and serving with the Second Marine Division.

While assigned to the Second Marine Division, Senior Chief Smart was promoted to the rank of Chief Petty Officer. Upon completion of his Fleet Marine Force tour he reported for duty at the National Naval medical Center, Bethesda, Maryland. While assigned to Bethesda he dedicated himself to the completion of a Bachelor of Science Degree in Biology, graduating from George Washington University in May 1990.

In August of 1990, he was assigned to the USS CONTINUOUS C. OPS (CVN 82) where he was promotion to his present rank and obtained his designation as a Surface Warrior. Senior Chief Smart is now assigned as the Leading Chief Petty Officer, Preventive Medicine Department, Naval Hospital, Far Away, Overseas.

Senior Chief Smart's personal decorations and military awards include: the Joint Service Commendation Medal, Naval Commendation Medal, Navy Achievement Medal (2 Awards), Good Conduct Medal (4 Awards), Navy Unit commendation, Meritorious Unit commendation, National Defense Service Medal, Southwest Asia Service Medal, Sea Service Deployment Ribbon (5 Awards), and Overseas Service Ribbon.

NOMINEES'S NAME (**Last**, First, MI):

BIOGRAPHY

NOMINEES'S NAME (Last, First, MI):

NARRATIVE

NOMINEE'S EDUCATIONAL BACKGROUND**High School (Name, City, State):** _____**Graduation Date:** _____**Business or Technical School:** _____**Dates Attended:** _____ **Degree, Major:** _____**Undergraduate College:** _____**Dates Attended:** _____ **Degree, Major:** _____**Graduate School:** _____**Dates Attended:** _____ **Degree, Major:** _____**PERSON MAKING NOMINATION****Name (Last, First, MI)** _____**Rate/Rank:** _____ **Corp:** _____ **Branch of Service:** _____**Job Title:** _____**Command Mailing Address:****PLAD:** _____**Telephone Numbers:****DSN:** _____ **COMM:** _____ **FAX:** _____**E-Mail:** _____